



Adopt-A-Bike Path Program Application Instruction Page

Thank you for your interest in the Village of Schaumburg's Adopt-A-Bike Path Program. This packet includes the following forms.

- Responsibilities of Interested Groups in the Adopt-A-Bike Path Program
- Responsibilities of the Village of Schaumburg in the Adopt-A-Bike Path Program
- Application Form
- Agreement

The forms listed below are provided to help groups safely carry out the cleanup requirements of the program. These forms are important for group members to review before events and should be completed in the order they are listed. The waivers need to be turned in for all participants in advance of any clean-up.

- Safety Training Procedures
- Safety Training Roster
- Waiver and Release of All Claims for Volunteer Programs

On the day of and after the cleanup, the following forms should be filled out and returned to the village.

- Checklist for the Day of your clean-up
- Equipment Sign-out Sheet (filled out by village)
- Cleanup Report



Responsibilities of Interested Groups in the Adopt-A-Bike Path Program

Groups participating in the Adopt-A-Bike Path program shall:

1. Be required to obey and abide by all laws and regulations relating to safety and any other terms and conditions as required by the sponsoring jurisdiction.
2. Provide one adult supervisor for every five youths when persons under the age of 18 are present on an adopted section.
3. Require all group members to attend a safety meeting conducted by the group before participating on any litter collection along an adopted bike path as well as collect Waiver and Release of Claims forms from each member and forward copies to the Village of Schaumburg Transportation Department at least five days before the cleanup event.
4. Adopt a section for a minimum of two years and collect litter along an adopted path at least three times per year, or as necessary. The agreement will automatically renew for one-year periods.
5. Require the group coordinator to schedule a cleanup event and provide notice to the Village of Schaumburg's Transportation Department no later than five days in advance of the proposed time when the group intends to collect litter along its adopted path.
6. Require group members to properly wear any safety apparel provided by the sponsoring jurisdiction while collecting litter along its adopted path.
7. Be responsible for prohibiting members from possessing, consuming, or being under the influence of alcohol or drugs while on an adopted path.
8. Maintain a first aid kit and an adequate supply of drinking water while members are collecting litter along an adopted path.
9. Place litter in trash bags provided by the Village and place filled trash bags at designated locations on the adopted path.
10. Not subcontract or assign its duties or responsibilities to any other group or organization.
11. The Group Coordinator should contact Public Works staff at 847.895.7100 to collect trash left behind if a clean-up occurs during the weekend or off-hours. Group Coordinator should contact the Transportation Department at 847.923.3861 with any questions or problems that arise during the weekdays.



Responsibilities of the Village of Schaumburg In the Adopt-A-Bike Path Program

The Village of Schaumburg shall:

1. Determine the specific bike path that is adopted.
2. Erect a sign at each end of an adopted section with the name or acronym of the group displayed.
3. Receive and file a copy of the Waiver and Release of all Claims for Volunteer Program form for each member.
4. Provide the group with garbage bags.
5. Provide the group with the safety apparel and signage cautioning the public.
6. Remove filled garbage bags from an adopted section as soon as practical after litter collections have occurred and shall otherwise be responsible to remove large, heavy, or hazardous items.
7. Village of Schaumburg's Transportation Department staff should contact Group Coordinator by phone or mail no later than three days in advance of the date originally proposed by a group to confirm that the Village has safety equipment available for that day and finalize the cleanup event start and end times during a day.



Adopt-a-Bike Path Program Application

Also Available Online at www.schaumburg.com/government/transportation/bicycles/adopt-a-bike-path

Date of Application: _____

Name of Group/Organization: _____

Group Coordinator: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Approximate number of people participating in each litter pick up: _____

Bike Path Section(s) you are interested in Adopting (in order of preference):

1. _____

2. _____

3. _____

We will attempt to honor all requests on a first come, first serve basis. However, we need designated alternates in the event your first choice is previously committed or no longer available. Refer to the Adopt-a-Bike Path webpage for available segments to adopt.

Email, Mail, or Directly Deliver this Application to:

Village of Schaumburg
Attn: Transportation Department
101 Schaumburg Court
Schaumburg, IL 60193
Email: vostransportation@schaumburg.com

Transportation



Adopt-A-Bike Path Agreement

Terms & Conditions

The Village of Schaumburg, hereinafter called the “Village”, and the volunteer group named _____ hereinafter called the “Group” recognizes the need for litter free bike paths and is entering into this agreement in an effort to contribute toward maintaining litter free bike paths.

By signature below, the Group acknowledges the potentially hazardous nature of the work and agrees to the terms and conditions set by the Village.

The Group and its volunteers and agents shall assume all responsibility for, and hold the Village of Schaumburg including their officials, employees, and agents harmless from any and all claims or actions resulting from the Group’s volunteers or agents work in the Program, except for the negligent acts of the Village of Schaumburg including their agents and employees.

Members of the Group are jointly and severally bound by the terms and conditions of this agreement. The Group and the Village of Schaumburg will fulfill their respective responsibilities as set forth below:

Responsibilities of the Group

Groups participating in the Adopt-A-Bike Path program shall:

1. Adopt a section of bike path renewable annually.
2. Collect litter along an adopted path at least three times per year.
3. Groups shall adopt a section of bike path that is between .25 miles and 2 miles long.
4. Groups shall be contacted to pick up litter if the appearance of the adopted section is objectionable between scheduled cleanups.
5. Work shall be restricted from one hour after sunrise to one hour before sunset. No work shall be performed under conditions of restricted visibility (i.e., fog, rain, snow, etc.)
6. Require the group coordinator to provide the Village with notice three business days in advance of when the group intends to collect litter along its adopted path.
7. Groups shall obtain required supplies and materials from the Village during regular business hours (Monday-Friday, 8:00 a.m. - 5:00 p.m.).
8. Place litter in trash bags provided by the Village and place filled trash bags at a location designated by the Village.

Transportation



VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

9. Any unused materials and supplies plus safety vests and traffic control signs furnished by the Village shall be returned to the Village within two business days following the clean-up.
10. Not subcontract or assign its duties or responsibilities to any other group or organization.
11. Be required to obey and abide by all laws and regulations relating to safety and any other terms and conditions as required by the sponsoring jurisdiction.
12. Require the group coordinator, or designee, to conduct group safety meetings and to receive safety training as required by the sponsoring jurisdiction.
13. Require all group members to attend a safety meeting conducted by the group before participating in any litter collection along an adopted bike path.
14. Provide one adult supervisor for every five youths when persons under the age of 18 are present on an adopted section.
15. Require group members to properly wear any safety apparel (i.e., safety vests, etc.) provided by the Village while collecting litter along its adopted path.
16. Traffic control signs supplied by the Village will be placed by the Group during trash pick up operations.
17. Maintain a first-aid kit and an adequate supply of drinking water while members are collecting litter along an adopted path.
18. Bear responsibility for prohibiting members from possessing, consuming, or being under the influence of alcohol or drugs while on an adopted path.

Responsibilities of the Village of Schaumburg

The Village shall:

1. Place signage at or near the site identifying the Group/Program.
2. Provide a safety meeting for each Group Coordinator, designee's and members as requested.
3. Provide safety vests, trash bags, and traffic control signs.
4. Remove the filled trash bags as soon as possible after the pickup.
5. Remove litter from the adopted section only under unusual circumstances (i.e., removal of large, heavy, or hazardous items).

The Permittee(s) shall take full responsibility for instructing all participants as to the provisions of this permit and the necessary safety precautions. This permit shall be in the possession of the permittee at all times and shall be shown upon request to any employee of the Village of Schaumburg or the Schaumburg Police Department.

Transportation

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If, in the judgment of the Village, it is found that the adopting Group is not meeting the terms and conditions of the agreement, upon 30 days written notice, the Village may terminate the adoption agreement. The Village reserves the right to modify or cancel the program at any time.

The Village of Schaumburg recognizes and approves the Group as the adopting organization for

Bike Path, and the Group accepts the responsibility of picking up litter on this section for a period of time beginning _____, 20_____.

Signature of Group Coordinator

Date



Village Of Schaumburg Adopt-A-Bike Path Program

Safety Training Procedures

Preparation For Your Clean-Up:

- Attend a Safety Meeting conducted by the Group and ensure all members have completed the Waiver and Release of Claims form and the Group Coordinator has forwarded copies of the forms to the Village.
- Designate a person and a car to be on standby in case of an emergency.
- Put together a list of the names and phone numbers, and persons to call in case of emergency for all members in the cleanup group. This list should be kept in the designated vehicle.
- Know the location of the nearest telephone and hospital emergency room, and the quickest route to get there.
- Pick your meeting site for the day of the cleanup.

Discuss Recommended Supplies:

Individuals

- Plenty of water
- Sunscreen
- Insect repellent
- Old bucket with handle
- Cellular phone

Designated Vehicles

- Extra drinking water, sun screen, and repellent
- Cooler with ice
- First aid kit
- Antibacterial soap and washcloths
- Insect bite kit

5 Days Before Your Scheduled Clean-Up:

- Call to reserve your supplies from the Transportation Department which includes: yellow caution signs, orange safety vests, grabbers, and garbage bags (rubber gloves upon request).

The Day or Two before Your Scheduled Cleanup:

- Your group coordinator will confirm the cleanup and will pick up the supplies from the Village.

Recommendations for the Day of Your Scheduled Cleanup:

- Review safety rules before starting the cleanup. Safety vests should be worn at all times and every participant must have filled out a waiver.
- Your group should be well-rested, mentally alert, and physically fit.
- Your group should eat a good meal.
- Consider wearing: long-sleeve shirts, long pants, leather boots, work gloves, hat, and jacket. Make sure clothing is brightly colored.
- Meet at your predetermined site. If no parking lot is available onsite, park well off of busy, main roads. Also, consider carpooling to the cleanup site.

Transportation



Waiver and Release of All Claims for Volunteer Programs

I, _____ am participating in the **Adopt-A-Bike Path Program** with the following group/organization: _____.

I have read this form carefully and the **Adopt-A-Bike Path Program Agreement** and I am aware that by signing this form and participating in the Program (hereinafter referred to as (the "Program")), I am **Waiving** and **Releasing** all claims arising out of such participation. In consideration of the **Village** accepting me as a volunteer participating in the Program, I hereby agree as follows:

Acknowledgment and Assumption of Risk of Injury and Loss

I have fully informed myself of all of the details of the Program and have received satisfactory answers to all questions I have concerning the Program and the risks inherent in the Program and believe and represent that I have the necessary abilities, skills and knowledge to participate in the Program. I recognize and acknowledge that the Program involves risks of bodily injury, death, and property loss. I hereby agree to, and do, assume the full risks of any injuries, including death, and of any property loss, and of all expenses, costs, damages and losses that I, or the person on whose behalf I am signing, may sustain as a result of participating in any and all activities connected with or associated with the Program.

Waiver of and Release of Claims

I hereby agree to, and do, waive, release and relinquish all claims, demands, rights of action, damages, liabilities and controversies of every kind, known and unknown, present and future, that I, or the person on whose behalf I am signing, may have against the Village and its officers, agents, servants, employees, insurers, related or affiliated individuals or entities, successors and assigns arising out of, connected with, or in any way related to the Program or my participation therein.

Indemnity and Defense

I hereby further agree to indemnify and hold harmless and defend the Village and its officers, agents, servants, employees, insurers, related or affiliated individuals or entities, successors and assigns from any and all claims, lawsuits, demands, damages, liabilities, losses and expenses, including attorneys' fees and administrative expenses, of every kind, known and unknown, present and future, arising out of, connected with, or in any way related to my participation in the Program.

I have read and fully understand the above **Waiver And Release Of All Claims** and execute it of my own free will and without any reservation whatsoever.

Print Name of Participant

Signature of Participant or Guardian

Date

If guardian, state relationship to Participant

Transportation



Village of Schaumburg Adopt-A-Bike Path Program

Checklist

A Checklist of Things to Remember to do Before Your Litter Collection Day.

- _____ Notify the Village's Transportation Department at 847.923.3861 not less than 5 business days in advance of when your Group plans to collect litter. Schedule a time with Village staff during regular business hours (Monday-Friday 8:00 AM-5:00 PM) when you can pick up garbage bags, safety apparel, safety signs, etc. Also, schedule a time when equipment can be returned to the Village. Please note all equipment must be returned in good shape and within two days of a cleanup event.
- _____ Schedule and hold a safety training session with the Group members that will be participating in the litter collection event. In addition, to covering the safety points listed in the agreement, also remember to do the following things at your safety training meeting:
 - _____ Arrange carpooling to the litter collection site and where you will park.
 - _____ Designate which vehicle and driver will be the emergency transportation vehicle in case of an emergency. Know the location of the nearest hospital and how to contact them. Make sure your emergency vehicle has a first-aid kit.
 - _____ Designate who will bring drinking water.
 - _____ Designate who will be the lookout person for the litter collection crew.
 - _____ Make sure you have one adult supervisor for every 5 persons under age 10.



Equipment Sign-Out Sheet

Group Name

Equipment	Checked Out	Returned
Mini-Cades		
Safety Vests		
Grabbers		
Garbage Liners	Yes or No	N/A
Disposable Gloves	Yes or No	N/A

Any New Participants? Yes _____ No _____ # of New Participants _____

(If so, waivers need to be signed and returned prior to pick-up)

Adopt-A-Bike Path

Applicant Signature: _____ Date: _____

VOS Staff Signature

(release of equipment): _____ Date: _____

VOS Staff Signature

(verification of equipment): _____ Date: _____

Please return equipment within two business days of sign-out.

Transportation



Village of Schaumburg Adopt-A-Bike Path Program Cleanup Report

Group Name: _____

Roadway Segment: _____

Date of Clean Up: _____

Location of Debris to be Picked Up:

1. _____
2. _____
3. _____
4. _____

Location of Heavy Objects, Dead Animals, Hazardous Material, Etc.

1. _____
2. _____
3. _____
4. _____

Debris Picked Up by: _____

Date: _____ Time: _____

Debris Removed to: _____

Program Coordinator: _____ Date _____

Additional Comments: _____

Email Report to: vostransportation@schaumburg.com