



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. 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.

- **Adopt-A-Bike Path Application**
 - Apply for an available bike path segment
- **Adopt-A-Bike Path Agreement**
 - Register to clean up a bike path segment for a minimum of 2 years
- **Safety Training Procedures, Safety Training Roster, & Checklist**
 - Suggested training information for groups to prepare for the cleanup event
- **Waiver and Release of All Claims for Volunteer Programs**
 - The waivers need to be turned in for all participants in advance of each cleanup event.
- **Equipment Sign-Out Sheet**
 - List of Village equipment checked out by the group. Equipment should be signed out 1 business day before the scheduled cleanup event.
- **Cleanup Report**
 - Submitted to the Village within 24 hours after the cleanup event.



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: _____

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 request alternative segments 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 or Mail this Application to:

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

If you would like to make an appointment with staff to drop the application off in person, please call (847) 923-3861.



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, indemnify and defend, 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

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

1. Adopt a section of bike path that is between .25 miles and 2 miles long.
2. Agree to adopt and maintain their bike path section for a 2-year commitment, after which the agreement may be renewed annually.
3. Conduct cleanups along an adopted path at least three times per year.
4. No work shall be performed under conditions of restricted visibility (i.e., fog, rain, snow, night time etc.)
5. Provide the Village with a minimum notice of three business days in advance of when the selected date the Group intends to collect litter along its adopted path.
6. Group shall obtain required supplies and materials from the Village during regular business hours (Monday-Friday, 8:00 a.m. - 5:00 p.m.). Supplies include trash bags, safety vests, garbage grabbers, disposable gloves, and traffic control signs.
7. Place litter in trash bags provided by the Village and place filled trash bags in the parkway near the bike path segment. Notify the village of location for trash pick up within 24 hours of the conclusion of the cleanup event. Notification must include pictures indicating location via email or cleanup report. The trash bags shall not obstruct any portion of the bike path, sidewalk, street or any other public way that might be traversed by a person or vehicle.

Transportation



VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

8. 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 cleanup.
9. Not subcontract or assign its duties or responsibilities to any other group or organization.
10. 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.
11. Require the group coordinator, or designee, to conduct group safety meetings.
12. Provide one adult supervisor for every five youths when persons under the age of 18 are present on an adopted section.
13. 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.
14. Traffic control signs supplied by the Village shall be placed by the Group during trash pick up operations.
15. Maintain a first-aid kit and an adequate supply of drinking water while members are collecting litter along an adopted path.
16. Bear responsibility for prohibiting members from possessing, consuming, or being under the influence of alcohol or drugs while performing cleanup on an adopted path.
17. Verify that the required Village-provided waivers have been submitted to a designated representative of the Transportation Department of the Village by all group participants prior to the beginning of each cleanup event. A new waiver is required for each event.

Responsibilities of the Village of Schaumburg

The Village shall:

1. Receive and file copies of all program files.
2. Provide safety vests, trash bags, garbage grabbers, disposable gloves, and traffic control signs.
3. Remove the filled trash bags as soon as practical after the cleanup.
4. Remove litter from the adopted section only under unusual circumstances (i.e., removal of large, heavy, or hazardous items).

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

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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 the following bike path segment:

The Group accepts the responsibility of picking up litter on this section for two years beginning _____, 20____.

Signature of Group Coordinator

Date

Printed Name of Group Coordinator



Adopt-A-Bike Path Program Safety Training Procedures

Preparation For Your Cleanup:

- Conduct a Safety Meeting led by the Group and ensure all members have completed the Waiver and Release of Claims form and a copy of the form has been provided 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 hospital emergency room, and the quickest route to get there.
- Identify a location to meet for the day of the cleanup.
- Designate a lookout person for the group.

Discuss Recommended Supplies:

Individuals

- Plenty of water
- Sunscreen
- Insect repellent
- Cellular Phone

Designated Vehicles

- Extra drinking water, sun screen, and repellent
- Cooler with ice
- First aid kit
- Hand sanitizer
- Insect bite kit

3 Business Days Before Your Scheduled Cleanup:

- Call (847) 923-3861 or email vostransportation@schaumburg.com to reserve your supplies from the Transportation Department which includes: traffic control signs, orange safety vests, grabbers, disposable gloves, and garbage bags.

The Day Before Your Scheduled Cleanup:

- 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, comfortable shoes, work gloves, hat, and jacket. Make sure clothing is brightly colored.
- Meet at your predetermined site. If no parking lot is available onsite, park on low volume roadways. Also, consider carpooling to the cleanup site.
- Return all supplies and equipment furnished by the Village within two business days.



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 3 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 18.



Waiver and Release of All Claims for Volunteer Programs

I, _____, an individual, or a Parent or Legal Guardian of _____, acknowledge that I have voluntarily consented, or granted permission to allow my minor child/ward to participate in the Village of Schaumburg Adopt-A-Bike Path program ("the Program") with the following group/organization: _____ . For and in consideration of being given the opportunity to participate in the Program, and as a condition of my own and/or my minor child/ward's voluntary participation in the Program, I acknowledge and agree as follows:

1. RISK OF INJURY: As a participant in the Program, and/or as a parent or legal guardian of a participant under 18 years of age, I recognize and acknowledge that there are certain risks of physical injury associated with the Program, and voluntarily agree to assume the full risk of injuries, including illness, death, damages or losses which I and/or my minor child/ward may sustain arising out of, connected with or in any way associated with voluntary participation in the Program and his/her use of any Village-owned real property or personal property as part of the Program.

2. WAIVER AND RELEASE: I agree to waive, hold harmless, release and discharge from all liability the Village of Schaumburg ("Village") and its mayor and trustees, elected and appointed officials, officers, agents, employees and volunteers (collectively the "Village Affiliates"), from any and all claims, rights, damages, causes of action, and demands of whatsoever kind or nature, whether known or unknown, which I and/or my minor child/ward may have against the Village and the Village Affiliates, arising out of, connected with, or in any way associated with my own and/or my minor child/ward's voluntary participation in the Program and his/her use of any Village-owned real property or personal property as part of the Program. Furthermore, I agree to indemnify and defend the Village and the Village Affiliates in any and all claims for liability, loss, damages, costs, expenses and claims of whatever nature, which the Village may experience from my or my minor child/ward's voluntary participation in the Program and his/her use of any Village-owned real property or personal property as part of the Program. I agree that this waiver and release is intended to be as broad and inclusive as permitted by the laws of Illinois, and that if any portion hereof is held invalid, I agree that the balance thereof will, notwithstanding, continue in full legal force and effect.

3. PARTIES BOUND: I agree that this Waiver and Release shall inure to the benefit of, and shall be binding upon my heirs, next of kin, spouse, legatees, transferees, assigns, personal representatives, owners, insurers, agents, servants, employees, administrators, executors, representatives and/or successors in interest of any kind whatsoever.

4. ACKNOWLEDGMENT: I have carefully read and fully understand and agree to the above stated conditions of participation in the Program. I am aware that this is an Agreement to assume all risks and to release the Village and the Village Affiliates from all liability related to my own and/or my minor child/ward's voluntary participation in the Program and his/her use of any Village-owned real property or personal property as part of the Program, is a contract between myself and the Village, and sign it of my own free will.

Print Name of Participant

Signature of Participant or Guardian

Date

If guardian, state relationship to Participant



Equipment Sign-Out Sheet

_____ Group Name

| Equipment | Checked Out | Returned |
|--------------|-------------|----------|
| Mini-Cades | | |
| Safety Vests | | |
| Grabbers | | |

Equipment Picked Up By:

Participant Name: _____ Date: _____

Equipment Released By:

VOS Staff Name: _____ Date: _____

Equipment Returned By:

Participant Name: _____ Date: _____

Please return equipment within two business days of completing cleanup.

Village of Schaumburg Adopt-A-Bike Path Cleanup Report

Group Name: _____

Group Roadway Segment: _____

Date of Cleanup: _____

Location of Trash Bags to be Picked Up (Please leave trash bags in the parkway near your bike path segment):

1. _____

2. _____

Location of Heavy Objects, Dead Animals, Hazardous Material, Etc. (if applicable):

1. _____

2. _____

Email Report and Photos of Trash Location to: vostransportation@schaumburg.com

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