

One Time Pick-Up Program

Choosing a Group Leader

The success of your group's **One Time Pick-Up** efforts depends on good organization and coordination. Each group must choose a group leader who will work closely with the SCDOT Resident Maintenance Engineer and the Adopt-A-Highway coordinator in your county. Group Leaders play a very important role in the **One Time Pick-Up Program**.

Working With South Carolina Department of Transportation

SCDOT will provide the trash bags, safety vests and work ahead sign necessary for the cleanup. As a group leader, you will be asked to sign for these items and may keep them throughout the duration of your agreement. You will need to return items to the SCDOT. Before a One Time Pick-Up, you should come to SCDOT during normal workday hours to pick up items you might need. Don't wait until Saturday morning when the facilities will be closed.

Be sure you have a supply of report cards on hand. A report card should be completed after each cleanup and passed to the coordinator within one week of the cleanup. They are simple forms that take only a few minutes to complete, but they are very important in keeping the program operating smoothly.

Getting Started

You will select a roadway that is a section of primary or secondary highway not included in the Adopt-A-Highway program. As a rule, groups are asked to select a 1st, 2nd and 3rd choice. SCDOT's resident maintenance engineer can help you determine if the section you've chosen qualifies for the program.

Schedule a date for the **One Day Pick-Up** allowing a two to three month window so that there will be time to: organize the program; have the road approved; and to publicize the activity for maximum coverage in the media.

Submit an agreement form with the original signatures of participants to SCDOT officials. The Adopt-A-Highway county coordinator can assist you with completing the necessary paperwork.

Group Leader Responsibilities

Your most important responsibility as group leader is to insure safety for your organization's cleanup activities. This responsibility includes the following:

1. You must attend the safety meeting scheduled by the SCDOT resident maintenance engineer or the county coordinator.
2. You are required to show driver's license to sign for clean-up supplies: safety vests, trash bags, and caution signs from SCDOT and to return items on the Monday after the clean-up.
3. You must have a safety meeting with your group members before the cleanup to inform them of the safety rules, and during the cleanup you should always make sure everyone is following the safety rules.

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Group Leader Responsibilities – continued

4. Your group must agree to abide by SCDOT safety rules in order to be a part of the program.
5. Make sure everyone knows you'll be working only as a group and only during the scheduled cleanup.
6. Arrange ahead of time for carpooling to limit the number of vehicles parked along the highway.
7. Make sure your group knows that in case of bad weather the cleanup will be postponed. Litter should never be collected in the dark or in bad weather. Have an alternate rain date scheduled.
8. Remind your group of the appropriate clothing. Long pants and long-sleeved shirts help avoid scratches and irritation from poisonous plants. Light or brightly colored clothing will make them easily visible to passing traffic.
9. Be sure you have all the materials and supplies you'll need beforehand, including a first aid kit, trash bags, safety vests, and work ahead signs. You are required to sign for the materials submitting a copy of your driver's license or some other valid picture ID.
10. Check with members of your group to be aware of any allergies that might be important (such as bee-stings, etc).
11. Work out a plan for what you will do in the event of an emergency. Determine the quickest route to the hospital.
12. If at all possible, arrange for some member of the group to bring along a cell phone. Being able to call for help from the cleanup site could make all the difference in an emergency.
13. Park vehicles at both ends of your adopted section on the day of your cleanup.
14. Review the safety rules with your group before cleanup and let them know you take these rules seriously.
15. Place Work Ahead signs at both ends of selected roadway before you begin collecting litter and remove them promptly once the cleanup is complete.
16. If the weather is warm, be sure you bring plenty of drinking water and schedule frequent breaks.
17. Leave collected litter on the site away from the pavement but in view of the road. SCDOT personnel will pick up the collected litter during the following week.
18. Collect and store the signs, safety vests and unused bags.
19. Fill in a report card and give it to the county coordinator when you turn in the supplies.
20. Enjoy the good feelings that come from having been a part of something beautiful.