

**VILLAGE OF LIBERTYVILLE
ADOPT-A-HIGHWAY PROGRAM**

COLLECTION DAY CHECKLIST

- _____ Post Warning signs.
- _____ Make sure everyone is wearing safety apparel properly and has gloves.
- _____ Do not allow anyone to wear earbuds/headsets during collection.
- _____ There is to be no use of drugs or alcohol.
- _____ Work as one group, and work facing oncoming traffic.
- _____ Do not walk on the hard surface of the road or stand on curbs.
- _____ Do not distract passing drivers.
- _____ Do not collect litter that is difficult to get to, out of sight of the road, or on a median.
- _____ Do not collect heavy or potentially dangerous items such as car batteries, sealed cans, animal carcasses or hypodermic needles. Remember to inform the Public Works Department about these items.
- _____ Stop work and take cover if severe weather threatens.
- _____ Take Breaks.
- _____ Make sure your look out person is keeping an eye on traffic, the weather, holes and other dangerous terrain, dangerous insects and animals, dangerous litter items and the safety and well-being of Group Members.
- _____ Collect the warning signs and safety vests at the end of the day.