

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

INITIAL CHECKLIST

A CHECKLIST TO COMPLETE BEFORE YOUR COLLECTION DAY

- _____

Notify the Public Works Department 847-362-3434 of the date and time your group plans to collect litter. Please provide 48 hours minimum advance notice.
- _____

Schedule and hold the required safety training session for all participants.
- _____

Designate someone to arrange the trashbag, safety vests and warning signs pickup and return. Contact the Public Works Department, 600 North Avenue, 847-362-3434, Monday to Friday 7:00 am to 3:30 pm.
- _____

Arrange carpooling to the litter collection site and designate where you will park.
- _____

Designate which vehicle and driver will be the emergency transport 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 look-out person for the litter collection crew.
- _____

Make sure you have one adult supervisor for every five persons under the age of 18.