

# APPENDIX

# G

## **Guidelines & Safety Instructions**

*(Forms in Spanish)*

**PLEASE READ – Disclaimer:** These forms have been carefully translated from English to Spanish. It should be noted, however, that some concepts are difficult to translate (or cannot be translated literally) between languages. This may somewhat hinder complete understanding of these forms. Additional cultural considerations should also be taken into account when using these forms. Finally, understand that Spanish-language forms are in no way meant to constitute replacement of a human translator for non-native English speakers. By using these forms you agree not to hold the Assign-a-Highway program nor the Upper Tennessee River Roundtable responsible for any errors in translation or in the intended communication of Assign-a-Highway concepts to non-native English speakers.

# Guidelines for the Assign-A-Highway [YOUR CITY OR COUNTY] Litter Control Office

**Nombre (Name):** \_\_\_\_\_

**Dirección (Address):** \_\_\_\_\_  
\_\_\_\_\_

**Número de teléfono (Phone):** \_\_\_\_\_

1. Mi área para recoja la basura es (My designated litter pick-up section is):  
\_\_\_\_\_
  
2. Localización (Location):  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Tienes que recojar la basura de su área por su primera vez antes de la fecha (You will be required to complete your first cleanup by):  
\_\_\_\_\_
  
4. Después de recoja la basura de su área, llámelo por telefono la oficina de “litter control” de [CITY OR COUNTY]. Llama por telefono durante el día, los lunes a viernes. Dice a la oficina de “litter control” ([PHONE]) cuantas bolsas de la basura estan en su area. Si no llámalo por teléfono la oficina de “litter control” es posible que resulte en un violación. (When you have completed cleaning your assigned area, you are required to call the [CITY OR COUNTY] Litter Control Office at [PHONE] during office hours (Office Hours: 8:00 A.M. – 4:30 P.M.; Monday through Friday; closed on legal holidays) to report needed trash pick-up and the **number** of bags to be picked up. *Failure to meet this requirement could result in a violation.*)
  
5. Tienes que recojar la basura de su area cada dos semanas. Después, llámalo por teléfono la oficina de “litter control.” (You will be required to keep your assigned area clean by picking up litter at least, every two weeks. You **must** report each pick-up to the [CITY OR COUNTY] Litter Control Office at [PHONE].)
  
6. Las bolsas y vestidos de seguridad (?) Lleve el vestido de seguridad. Pregunta las preguntas al oficio de “litter control” de [CITY OR COUNTY] a [PHONE]. Cuando necesita mas bolsas para la basura llamar al oficio de “litter control” de [CITY OR COUNTY]. (You will be supplied with trash bags and a safety vest. This safety vest **must** be worn at all times when performing trash pick-up. You are being provided with safety instructions for picking up litter for “Litter Free [CITY OR COUNTY] Highways”. If you have questions after reading the instructions you may contact the [CITY OR COUNTY] Litter Control Office at [PHONE] or the Probation Office at [PHONE]. When more trash bags are needed, call [CITY OR COUNTY] Litter Office.)

7. Pone las bolsas cerca del camino. No pone las bolsas cerca de las calzadas, las cajas, o las curvas del camino. (Filled trash bags are to be placed off the highway for pickup by the Virginia Department of Transportation or local sanitation department. Do not place bags in curves of the road, in driveways, or in front of mail boxes.)
8. Tienes que recojar la basura de su area. (You will be responsible for litter pick-up in your designated area until further notice.)
9. Si tiene preguntas, llamelo a la oficina de "litter control" de [CITY OR COUNTY]. (If you have questions, you may contact the [CITY OR COUNTY] Litter Control Office at [PHONE].)

***He leído las estipulaciones de participación de Assign-A-Highway. Entiendo todos las estipulaciones de Assign-A-Highway. Tengo las instrucciones "Litter Free [CITY OR COUNTY] Highways." He leído las. Prometo obedecer las reglas de seguridad. Tengo la oportunidad a preguntar las preguntas sobre las instrucciones. (I have read and understand the requirements of the Assign-A-Highway Program and my assignment. I have received safety instructions to "Litter Free [CITY OR COUNTY] Highways" which are incorporated herein by reference. I have read these instructions and agree to be bound by them while participating in this program and have been afforded the opportunity to ask questions concerning these instructions.)***

---

**Firma (Signature)**

---

**Fecha (Date)**

DISTRIBUTION: WHITE – LITTER OFFICE; PAGE 2 – PROBATION OFFICE; PAGE 3 - PROBATIONER

Do not use this form unless you have read and accept the terms of the disclaimer.

# Litter Free [CITY OR COUNTY] Highways

## Instrucciones de Seguridad

### **Cuando quito la basura?** (When is the best time of day to pick up litter?)

- No recoja la basura cuando hay mucho tráfico. (Do not pick up when traffic is heavy)
- Trabaja durante el día. Trabaja cuando el tiempo no está mal. (Work only in daylight and fair weather)
- No bebe alcohol cuando recojar la basura. No tomar las drogas cuando recojar la basura. Never pick up litter while under the influence of drugs and/or alcohol

### **Que necesito llevar cuando quitando la basura?** (What should I wear when I pick up litter?)

- Lleva vestido brillante de seguridad antes de recojar la basura. (Always wear an orange or yellow safety vest so drivers can see you easily. Put on the vest before you start your pick up, so you are visible the moment you are on the side of the road)
- Lleva la ropa brillante, los zapatos robustos, y los guantes. Lleva la ropa que cubre las brazas y las piernas. (In addition to the vest, wear brightly colored clothing that protects your arms and legs, as well as hard-soled shoes and gloves)

### **El consejo.** (Advice.)

- Camina hacia el tráfico. (Always walk facing traffic.)
- Tomar un descanso. Bebe la agua. No trabaja demasiado. (Take breaks, drink fluids, and don't overexert yourself)
- No recoja la basura que esta en el camino o muy cerca del camino. (Do not pick up litter in the road or close to the edge of the road)
- No recoja la basura en areas de construcción o sitios de mantenimiento, en túneles, en puntos medios, o en los puentes o los pasos superiores. (Do not pick up litter in construction or maintenance sites, in tunnels, in medians, or on bridges or overpasses)
- Evite las serpientes y las malas hierbas venenosas. (Watch for snakes and poisonous weeds)
- No recoja los materiales peligrosos. Si encuentra los materiales peligrosos llame a la oficina de "litter control de" [CITY OR COUNTY]. ([PHONE])  
(Do not pick up materials that appear to be hazardous. Contact the [CITY OR COUNTY] Litter Control Office at [PHONE] to report any hazardous materials.)

### **Reconocimiento del riesgo de participacion.** (Assumption of Risk by Participant)

- Asumo el riesgo de lesion. Amparo, dejo a salvo a [CITY OR COUNTY and the Commonwealth and their officers and employees] si resultara seriamente herida durante mi participacion en Assign-A-Highway. .Participant assumes all risk of injury while participating in this program and will indemnify and hold harmless [CITY OR COUNTY and the Commonwealth and their officers and employees] in any and all injuries sustained or caused by the participant.)

---

**Firma** Signature

---

**Fecha** Date

Do not use this form unless you have read and accept the terms of the disclaimer.