



ADOPT-A-ROAD PROGRAM

“Enhancing The Community’s Sense of Identity And Pride.”

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Approved Group Registration Form
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Overview of Program

The City of Gresham, Department of Environmental Services, Transportation Maintenance and Operations Division (hereafter referred to as the City) Adopt-A-Road Program is an anti-litter campaign intended to build civic pride in a litter-free Oregon. It allows citizens to work in partnership with the City by “adopting” a segment of roadway and agreeing to keep it clean. This program offers individuals a way to contribute to their community and generate publicity for their efforts. Every participant in this program makes a positive impact on the appearance of the City road system and their community.

The participants may volunteer to remove litter, perform landscape maintenance or vandalism clean-up along an adopted segment of roadway for a minimum of 3 years. The assigned segments will vary in length, depending on the size of the volunteer group and the volume of anticipated litter.

Segment of Roadway ~ 3 times a year ~ For 3 years.

The segment of roadway may be of the volunteers’ choosing or selected by the City. If more than one applicant requests the same road segment, the Transportation Maintenance and Operations Superintendent may make the selection based upon earliest date of application. If the road segment has previously been adopted, their name will be put on an eligibility list. Safety of the participants is a primary concern in determining which segment may be assigned as well. The limited number of designated roadways must meet the Adopt-A-Road Program’s criteria.

Almost anyone can participate in this program. The adopting party may be a club, a business, a group of concerned citizens or an individual. There are no costs or fees to the participants. However, participants must be at least 13 years of age and in good health.

The City will erect two signs identifying the adopting individual or group after first successful completion and approved completion by the City Of Gresham Public Works Adopt-A Road Coordinator. Provide the necessary safety equipment and initial mandatory safety training, provide litterbags and removal of the filled litterbags.

Each group will designate a Primary and Secondary Group Coordinator who will act as a liaison between their group and the City. The Group Coordinator will be responsible for overseeing the group, administering safety training and instructions on the agreed-upon rules to the individuals in the group.



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The Department of Environmental Services, Transportation Maintenance and Operations Division administers the “Adopt-A-Road Program”. Applicants may apply for a permit at 2123 SE Hogan Rd, Gresham, Or 97080, between the hours of 8:30 AM and 4:30 PM, Monday through Friday (503-618-2626). This Division also will coordinate the day-to-day activities, such as safety training for the Group Coordinator, assuring all paperwork has been submitted, project coordination, including work scheduling, distribution of City-owned tools and equipment and litterbag pick-up.

The City Of Gresham Public Works Adopt-A-Road Coordinator :

- Ryan Hunter
- City of Gresham Transportation Maintenance & Operations Division
- (503) 849-6711 cell
- (503) 618-2626 ext 2991
- Ryan.hunter@greshamoregon.gov



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Program Definitions, City & Participant Responsibilities

Definitions

- **Applicant:** individual (13 years of age or older) or group interested in adopting a segment of road.
- **City:** Department of Environmental Services, Transportation Maintenance and Operations Division.
- **Group:** includes individuals, organizations, clubs, firms or partnerships.
- **Participant:** an individual or member of a group actually performing work on the adopted road segment.
- **Primary Group Coordinator:** the lead individual representing the Group.
- **Secondary Group Coordinator:** the alternate Group Coordinator.
- **Transportation Maintenance and Operations Superintendent:** the City’s representative administering the program and permit process.
- **Public Works Field Operations Supervisor:** City’s representative coordinating the day-to-day operations of the program.
- **Public Works Adopt-A-Road Coordinator:** City’s representative assisting the Group’s mandatory safety training.

City & Participant Responsibilities

Group Coordinators:

- Responsible for selecting the Primary and Secondary Group Coordinators.
- Assure that all participants are in complete compliance with all rules/guidelines and have signed required program forms.
- Acts as liaison for the Group with the City.
- Applies to the program in writing to the Transportation Division Maintenance and Operations Public Works Adopt-A-Road Coordinator indicating which road or segment of roadway they wish to adopt.
- Provide yearly safety training (after initial training) for all participants, as well as, safety training for new participants.
- Must report to the Transportation Maintenance and Operations Public Works Adopt-A-Road Coordinator on the first business day following any injuries incurred by participants during scheduled clean-up activities:
 - name of injured participant,
 - nature of injury,
 - date and time of injury, and
 - how the injury occurred.



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Responsibilities- continued

Participants:

- Must be at least 13 years of age or older.
- Participants, ages 13 to 18, must have an Individual Participant Release Form signed by a parent or guardian.
- Must have one adult at the work site for every 5 participants between the ages of 13 and 18.
- Comply with all laws, rules and regulations of the program (failure to comply may result in exclusion from participation or the permit cancelled at the discretion of the Transportation Maintenance and Operations Superintendent and Public Works Field Operations Supervisor).
- Participants shall work in view of at least one other person at all times.

Groups:

- Remove litter, perform landscape maintenance and vandalism clean-up a minimum of 3 times per year (frequency may be modified by the City depending upon condition/appearance of road segment).
- Litter pick-up shall not be done in snow, ice or in other adverse weather conditions and only during daylight hours.
- Recognition signs shall be erected, if after one time, the agreed-upon scheduled work has been completed in a satisfactory manner.
- All specific work will be identified in the permit; if the agreed-upon work details are not completed during the term of the permit, the Group Coordinator shall be notified and given one month to make corrections (permit may be cancelled if not completed satisfactorily and signs removed).
- Only the assigned group may pick up litter in an adopted road segment.
- No subcontracting is allowed.
- Maintain City-owned tools and equipment properly, returning to the City during regular business hours (8:30 AM-4:30 PM, Monday through Friday)

City:

- Furnish tools and equipment to be used solely by the participants of the program, for the program, on a predetermined schedule.
- Permanently install Adopt-A-Road Recognition Signage (after first successful clean up and accepted completion by the Public Works Adopt-A-Road Coordinator).
- Furnish portable traffic warning signage and safety vests.



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Responsibilities- continued

- Provide required safety training, including reviewing of the guidelines at a specified time and location.
- Litterbags w/ties.
- Clean-up caddies (garbage grabbers) on a limited basis; grabbers maximum weight is one pound.
- On-site inspection of adopted road segment.
- Schedule City public utility workers/equipment to pick-up filled litterbags.
- Dispose of litterbags.



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“You” are the “Other Guy” Safety Guidelines

Safety of the participants is the City of Gresham’s greatest concern while working along roadsides! Therefore, it is critical that participants always “look out for the other guy” at all times. The following safety guidelines must be strictly adhered to by all participants. Failure to comply with any or all of the guidelines may result in the termination of the permit.

Alcohol and Drugs:

- Strictly prohibited.
- Participants under or suspected of being under the influence of alcohol and/or drugs shall be removed from the work site immediately.

Clothing:

- Appropriate clothing/footwear shall be worn at all times while on the site to protect the participant from physical hazards and seasonal weather conditions.
- Safety vests provided by the City shall be worn at all times when outside the transport vehicle within the right-of-way.
- Participants shall use sturdy work gloves at all times to reduce the possibility of injury and contamination.

Traffic Safety Sense:

- Groups shall pick up litter from one side of the road only at any given time.
- Groups shall not enter a paved/unpaved median, traffic lane or ramp at any time.
- Participants shall walk/work in a direction conducive to their safety at all times; on narrow roadsides, walk/work in the direction facing on-coming traffic.
- ***Be aware of your surroundings at all time.***

Signs:

- “Volunteer Litter Crew Ahead” signs shall be used at all times to alert motorists during work times.
- No participant shall be more than 1/2 mile from the nearest sign at any time.
- Signs shall be taken down/turned around when the group is on an extended break or lunch.

Vehicle Operation:

- Minimum number of vehicles shall be used to transport participants to/and from clean-up site.



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Safety Guidelines- continued

Safe Parking:

- Vehicles shall be parked in a safe place as far to the right of the fog line (or edge of pavement) as possible.
- Emergency hazard lights shall be used when vehicles are temporarily stopped or parked on road shoulders.
- ***Use good judgment at all times!***

Accident /Incident Reporting:

- Report all incidents immediately to appropriate law enforcement agency as required by law by calling 911 or Non-Emergency, 503-823-3333.
- Information/documentation of all accident/incidents shall be reported on the first business day after the occurrence to the Transportation Maintenance and Operations Superintendent.
- All items found must be turned into the City or the appropriate law enforcement agency.

First Aid: (suggested)

- Groups shall have a minimum of one first-aid kit available at all times.
- Groups shall have a minimum of one participant certified in First Aid available at all times.
- Groups shall maintain at all times a log which includes
 - ◆ participant's name,
 - ◆ medical coverage, and
 - ◆ emergency contact information.
- Participants shall know the location of nearest hospitals and efficient routes used to reach them in a timely and safe manner.

Hazardous Substances:

- ***Use common sense at all times:*** do not attempt to handle or remove materials you are suspicious of.
- Items suspected of containing hazardous chemicals shall be left untouched and in place.
- Report suspicious materials immediately to the City or the proper authorities as soon as possible, by calling for the On-Call Transportation Department employee, 503-618-2318 (Dispatch) or Non-Emergency, 503-823-3333.
- Look for possible warning labels such as "Caution", "Warning" and or "Danger".
- Other possible hazards may not be in the original containers; they may have been transferred to milk jugs, bleach bottles, etc.



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Safety Guidelines- continued

Infection Control:

- Possible sources of contamination may include, but are not limited to
 - ◆ disposable diapers,
 - ◆ hypodermic needles,
 - ◆ spoiled food, and
 - ◆ dead animals.
- Precautionary measures shall be taken to prevent exposure to infectious diseases at all times.
 - ◆ Wear gloves at all times.
 - ◆ Wash hands before eating.
 - ◆ Avoid contamination of eyes and open cuts, scratches, sores and rashes.
- Do not touch bio-hazardous materials; leave in place and identify location with flags provided; Group Coordinator shall contact the City of any public health hazards. Such bio-hazardous materials may include, but not are not limited to
 - ◆ medical wastes,
 - ◆ spoiled foods, and
 - ◆ dead animals.
- Decomposed diapers may be picked up with litter.

Collection of Litter or Landscape Debris:

- Bags shall be filled to capacity, however not overloaded (completely filled bag can weight 5-30 lbs. Depending upon density of contents).
- Cardboard broken down can serve as a liner inside the bag preventing sharp objects from penetrating through.
- Glass should be placed to the center of the bag.
- Full bags shall never be slung over the participant’s back, but carried slightly away from the side.
- Full bags shall never be placed on paved shoulders, near traffic lanes or in the gutter.
- Full bags are to be placed under guardrails, slightly behind the curb or against sign posts.
- Full bags shall be weighted down by placing the heaviest bags on top.
- Full bags shall be grouped in piles.
- Large items may be grouped with the bag piles.



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Safety Guidelines- continued

Safety Sense:

- Good hearing, eyesight and reaction time are critical when working on the roadside.
- Electronic devices: use of a “Walkman” or “I-Pod” type device is not allowed.
- Participants should be prepared for uneven ground, slippery and unstable areas, as well as, climbing and descending gradual slopes; climbing steep slopes is prohibited.
- Stay clear of maintenance and construction projects.
- Litter pick-up around bridges and tunnel areas is forbidden.
- Pick-up shall be suspended during hazardous weather or poor lighting conditions.
- Participants shall stay in view of at least one other person at all times.
- Inappropriate stranger behavior should be reported immediately to the group leader and law enforcement.

Necessary Work Site Forms Packet:

- ◆ The Group Coordinator shall, at all times, have the following in their possession while at a work site:
 - A copy of the Adopt-A-Road Packet in its entirety,
 - Copies of the Individual Participant Release Form for each applicant,
 - The Work Day Release Form, and
 - Copies of the Group’s Active Participant Log.



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Group Application Form

Name of Group:

Date:

Address:

City:

State/Zipcode:

Type of Group: check appropriate box

Profit Corporation or Business

Non profit

Individual/Family

Approximate number of people participating in each cleanup:

List the segment (s) of roadway you are interested in cleaning in order of preference.

Road Name:

From:

To:

1.

2.

3.

Segments of roadway are selected with regard to safety of participants and are assigned on a first come, first served basis. If the segments your group has selected are not available, the City will suggest other alternatives.

Group Coordinator's Signature/Date:

Day Phone:

Coordinators Title:

Mailing Address/City/Zip:



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Approved Group Registration Form

To be completed by the City

Group's Name:

Assigned Road/Street:

From/To:

Length of Road Segment:

Primary Group Coordinator:

Day Phone Number:

Home/Weekend Phone Number:

Other Phone Number (s) {cell, message....}:

Fax Numbers:

E-mail Address:

Secondary Group Coordinator:

Day Phone Number:

Home/Weekend Phone Number:

How many litter cleanup caddies (grabbers) and safety vest do you need?

List requested seasonal work dates below (no holiday weekends): Final approved dates will be recorded within the **Group Agreement** .

3 Primary Choices

3 Secondary Choices

March-May

June-August

September-November



ADOPT-A-ROAD PROGRAM

Group Agreement

TERMS OF THE AGREEMENT

This Agreement is made and entered into between the City of Gresham, hereinafter called the “City”, and _____, hereinafter called the “Group”.
(Group’s Name Completed by City)

The City does hereby authorize the Group to participate in the Adopt-A-Road Program by picking up litter, performing landscape maintenance, or vandalism cleanup within the assigned segment of roadway, in accordance with the following terms and conditions:

The Group Does Hereby Agree:

- To maintain the appearance of a designated Right-of-Way road segment for three years.
- To pick up litter, perform landscape maintenance or vandalism clean-up no less than the number of times per year as reflected in the agreed scheduled list. Additional clean-ups shall be done as necessary to maintain a neat appearance. The Transportation Maintenance and Operations Superintendent, Public Works Field Operations Supervisor, and the Public Works Adopt - A-Road Coordinator shall agree upon the final work schedule.
- To conduct Clean-up activities in a safe manner and abide by conditions as may be required by the City for the safety of the participants. Safety of participants is the number one priority of the program.
- To assign a Primary Group Coordinator or Secondary Group Coordinator to each clean-up crew. The Coordinators shall have a copy of this agreement with them during the clean-up activity.
- That no more than four (4) vehicles are parked on the road shoulder within the assigned area during a clean-up activity.
- That all participants wear a safety vest furnished by the City during clean-up activities. No more than 25 people shall participate in a clean-up activity at any one time.
- That participants shall be 13 years of age or older. The Group shall furnish one adult supervisor (age 21 or older) for every five (5) participants between the ages of 13 and 18 participating in the clean-up activity.
- That participants shall receive safety training utilizing materials and training aids provided by the City before participating in a roadside clean-up.
- That participants shall abide by all regulations as stated in the Safety Guidelines. That no participant will participate in a clean-up activity unless all required forms have been signed and delivered to the Public Works Adopt-A-Road-Coordinator.
- The Group Coordinator shall be responsible for distributing all training materials to the Group’s Individual Participants. The Group Coordinator shall be



ADOPT-A-ROAD PROGRAM

Group Agreement

responsible for collecting the signed Individual Participant Release Forms from the participating group members. All release forms must be submitted to the Public Works Adopt-A-Road Coordinator seven calendar days before the scheduled clean-up activity, along with a Group's Participant Roster Form. Copies of these forms must be available at the clean-up site.

- The Group Coordinator shall notify the Public Works Adopt-A-Road Coordinator (Phone 503-618-2626) of any emergency within the City road Right-Of-Way. Group Participants finding anything that is hazardous or suspected of being hazardous (as described in the Safety Guide Lines) shall not touch it, but take appropriate precautions for disposal by the proper authorities.
- The Group Coordinator shall provide the Public Works Adopt-A-Road Coordinator the completed Work Day Release Form, {roster of the individuals the day of the clean-up activity} within seven calendar days following the clean-up activity.
- The Group Coordinator shall be responsible for all City issued equipment.
- It is recommended that at least one person with a valid First-Aid Card be present during clean-up activities.
- Recycling is an accepted and encouraged activity. Recyclable items collected by participants may be removed from the site at the option of the Group. Profits from the sale of recyclable items shall belong to the Group.
- The applicant may cancel the permit with 30 days written notice to the City.

The City Does Hereby Agree:

- To furnish and install two Adopt-A-Road signs with the Group name or acronym displayed at the assigned clean-up area "after first successful completion and approved acceptable completion by the Public Works Adopt-A-Road Coordinator".
- To furnish the Group litterbags, Volunteer Litter Crew Ahead advanced warning signs and stands, clean-up caddies (grabbers), and safety vests for participants' use during clean-up activities.
- To remove all filled litterbags from the road shoulder.
- To assist the Group in cleaning up litter if necessary (i.e., when large, heavy, or dangerous items are found).
- To monitor and log the effectiveness of the Group's performance.
- To provide safety materials and training aids to the Group's Coordinator for use in training participants.
- The City may temporarily suspend work under this agreement due to construction within the limits of the assigned clean-up area. Once the construction activities have been completed the Group will be notified and the agreement reactivated.
- The City may cancel a permit for any reason including, but not limited to, safety considerations concerning highway operations, and failure of the applicant or its participants to comply with provisions of the permit. Notification



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Group Agreement

- Notification of a canceled permit will be made in writing.
- This program may be altered, modified in scope, or terminated at the discretion of the Director of Environmental Services. Such alteration of the program will apply to all permits issued prior to such date unless otherwise specified.

The terms of this agreement shall commence on the date of execution (date of the signed permit by the Public Works Adopt-A-Road Coordinator), and shall end on the date of termination (usually 3 years from the issued permit date) unless earlier terminated in accordance with this agreement. Upon termination of this agreement, the Adopt-A-Road signs will be removed and shall remain the property of the City. A renewal of the permit must be accompanied with a new signed Group Application Form , Approved Group Registration Form, Group Agreement and all release forms found within this packet.

Group Coordinator signature: _____

Date: _____

Public Works Adopt-A-Road Coordinator signature: _____

Date: _____



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Group Agreement: 3-Year Work Schedule

To Be Completed By the City:

Road Name:

Begin Location:

/End Location:

Check Appropriate Box(es) Below:

Litter Removal

Landscape Maintenance

Vandalism Clean-up

Other:

Record Seasonal Clean-up Month(s) & Day(s) Below:

(1) March/May				
(2) June/August				
(3) Sept./Nov.				

Record Additional Clean-up Month(s) & Day(s) If Needed Below:

(4) March/May		
(5) June/August		
(6) Sept./Nov.		

Group's Name or Acronym As It Is To Appear
On The Recognition Signs:

Group Coordinator's Name & Title:

Group Coordinator's Signature:
Date:

Public Works Adopt-A-Road Coordinator Signa-
ture:

Beginning Contract Date:



ADOPT-A-ROAD PROGRAM
INDIVIDUAL PARTICIPANT RELEASE FORM

ALL PARTICIPANTS MUST SIGN (Including Those Under The Age Of 18).

Name of Organization: _____

Name of Participant: _____

SS#: _____

Address/City, State, Zip _____

Area Code/Phone Number _____

Emergency Contact/Relationship _____

Area Code/Phone Number _____

The Transportation Division's Adopt-A-Road Program is for volunteers that donate their time to help keep the City of Gresham roads clean and clear of debris. Participants are advised that working adjacent to a road can be hazardous and that they must exercise extreme caution in performing litter collection activities. Participants must receive safety training utilizing training aids furnished by the City prior to participating in any clean-up activities. Participants must wear the safety vest furnished by the City and appropriate clothing during clean-up activities. And, all participants must obey the Safety Guide Lines outlined in the Adopt-A-Road Packet.

By signature below, I verify that I am a volunteer, 13 years of age or older, have read the Safety Guidelines. I understand that my participation in this program is at the discretion of the City. All work performed for the City is on an uncompensated, voluntary basis. I also understand the rights, responsibilities and privileges of participation in the Adopt-A-Road Program. I understand that I am not included in the City's worker's compensation coverage and will look to my own insurance, if needed. I agree to hold harmless the City of Gresham, its agents, employees and all other persons against loss or expense, including attorney's fees, by the reason of bodily injury, property damage or personal injury arising out of the negligent or intentional conduct of myself. I understand the nature of the volunteer assignment that I am to perform and certify that I have taken all necessary precautions to be certain that I am in proper condition to participate in such activities.

Signature/Date: _____

THIS PARENTAL ENDORSEMENT MUST BE COMPLETED IF THE PARTICIPANT IS UNDER 18 YEARS OF AGE.

I have read and understand the above RELEASE AGREEMENT and agree to its provisions as they apply to my child, and also agree to be fully bound by them. I certify that my child is physically capable and medically able to participate in these activities. I further assume full responsibility for my child relating to any and all activities covered by this Volunteer Agreement Form.

Signature of Parent/Guardian if Participant is under age of 18. Date: _____



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Group's Active Participant Roster

To Be Filed By The Group Coordinator.

Name of Organization:

Clean-up Location:

Date of Clean-up:

It is the responsibility of the Group Coordinator to complete and file the roster 7 days before each work event. Each participant must receive safety training at least once a year. Check the appropriate boxes below if the Individual Participant Release Form is on file. If there is no Release form on file, a new one must be filled out, signed and turned in with this roster. If a participant has not filled out a Release form, they will not be allowed to participate. It is the Group Coordinator's responsibility to assure compliance. Coordinators signature below confirms compliance and is required.

	Participant Name Last, First Please Print	Last Safety Instruction Date	Participant Release Form Y/N
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Coordinator signature:

Group #:

Date Received:

Road Assignment:



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Work Day Release Form

To Be Signed By All Participants Day of Work Activity Before Beginning Work.

By signature below, I hereby release the City of Gresham from any and all responsibility for any accident or injury that I might incur while participating in the City of Gresham's Adopt-A-Road Program. I also understand the rights, responsibilities and privileges of participating in the Adopt-A-Road Program. I agree to hold harmless the City of Gresham, its officers, agents and employees from liability for any damages or injury arising out, of or resulting in any way, from my participation in this program or working within the public right-of-way.

Group Coordinator: check the appropriate boxes below if the Individual Participant Release Form is on file. No individual will participate without a signed Release form. No minors will participate without parent/guardian signature.

	Participant Name Last, First Please Print	Signature	Participant Release Form Y/N	Number of hours of service
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Group #:

Date Received:

Road Assignment: