

## Adopt-A-Road Program Operating Procedures

### SECTION 1.0 PURPOSE

The purpose of this program is to provide citizens of Shoreline an opportunity to control litter, beautify and clean roadsides and improve the appearance of the City road system. This program is intended to encourage and facilitate involvement of volunteer groups in litter clean up work, each group on a specific section of road.

### SECTION 2.0 STATEMENT OF NONDISCRIMINATION

The city of Shoreline shall not discriminate against or deny to any applicant or member of an applicant group, permission to participate in the program because of race, color, handicap, creed, sex, national origin, religion, familial status or marital status.

### SECTION 3.0 SCOPE

Any person as defined by section 4.0, may adopt a section of City road for the purpose of picking up and removing litter, trash or debris from a City road right-of-way.

### SECTION 4.0 DEFINITIONS

- 4.1 Adopt-A-Road Agreement: Form signed by an adult volunteer (eighteen years of age or older), which informs the volunteer of the risks associated with participation in the program and their responsibility to conduct clean-up activities in a safe manner, and in which the volunteer agrees to accept the risks and hold the City of Shoreline harmless for any liability or damages resulting from participation in the program.
- 4.2 Application: Contractual agreement entered into and signed by a CRT representative and the Volunteer Group's Spokesperson/Group Leader authorizing the group to participate in the Adopt-A-Road Program, setting the terms and conditions for that participation, and assigning a section of city roadway to the group.
- 4.3 Applicant: The individual, group or person adopting the section of road.
- 4.4 Clean-Up Event: Period of time when a volunteer group is removing roadside litter in participation with the Adopt-A-Road Program.
- 4.5 Completion Form: Form sent in with the Participant Roster after each clean up event.
- 4.6 Department: The Customer Response Team in the Shoreline Community Services Division.
- 4.7 Director: The Customer Response Team Supervisor of the Shoreline Community Services Division or his/her authorized representative.
- 4.8 Hazardous Materials: Items that may be found in the road right-of-way which may potentially cause injury. Hazardous materials include, but are not limited to, petroleum products, chemicals, paints, solvents, propane tanks, gas canisters, car batteries, vehicle parts, appliances, heavy objects, dead animals, broken glass, needles, drug paraphernalia, and unidentified containers.

- 4.9 Individual Volunteer Service Agreement: Form signed by the legal parent or guardian of a minor volunteer (less than eighteen years of age), which informs the parent/guardian and volunteer of the risks associated with participation in the program, and in which the parent/guardian grants permission for the minor to participate in the program and agrees to hold the City of Shoreline harmless for any liability or damages resulting from participation in the program.
- 4.10 Participant: An individual or member of an applicant group actually performing work on the road under this program.
- 4.11 Participant Roster/Hold Harmless: Form completed by the Volunteer Group, which reports the completion of a Clean-Up Event, names of participating volunteers, hours worked, quantities of litter collected, and other relevant information.
- 4.12 Person: Individuals, corporations, associations, firms, partnerships, and joint stock companies, members or community nonprofit organizations.
- 4.13 Recognition Sign: Placard fabricated and installed by CRT, which includes the Adopt-A-Road Program logo and the name of the Volunteer Group completing the clean-up events for their adopted section.
- 4.14 Spokesperson/Group Leader: The individual chosen by an applicant group to represent the group.
- 4.15 Volunteer: Person acting on their own behalf and participating in the Adopt-A-Road Program.
- 4.16 Volunteer Organization/Group: Person or persons who have agreed to adopt a section of county roadway under the program.

## **SECTION 5.0 APPLICATION**

- 5.1 The applicant's spokesperson must apply in writing to the Department by completing an application form. The form to be used is set forth as Exhibit "A" to these rules.
- 5.2 The applicant shall complete and return to the Volunteer Coordinator, an Adopt-A-Road Agreement pursuant to the form set forth as Exhibit "B" to these rules agreeing to pick up litter at least four times a year for a minimum of two years. This frequency may be modified (increased or decreased) by the Director, subject to the condition and appearance of the road.
- 5.3 The applicant agrees to obtain and submit a Volunteer Service Agreement to the City prior to commencing each clean up event, releasing Shoreline and its agents of liability pursuant to the form set forth as Exhibit "C" to these rules. This form should be returned with a Completion Form set forth as Exhibit "D" to these rules.
- 5.4 The applicant shall obtain and submit to the City prior to commencing work, an Individual Volunteer Service Agreement release of liability from the parent or guardian of each minor participant between the ages of 14-18. The form of release to be obtained is set forth as Exhibit "E" to these rules.

- 5.5 Each participant shall be required to comply with, and abide by, all laws, rules and regulations relating to safety and use of the road and such other terms and conditions as may be required by the Department for special conditions on a particular adopted road section.
- 5.6 If more than one applicant requests the same section of road(s), the Director may make the selection based on the earliest date of application or by a drawing.
- 5.7 Individual participants or applicants may be excluded from participation or the permit cancelled at the discretion of the Director for violations of this section.

## **SECTION 6.0 DUTIES OF PARTICIPANTS**

- 6.1 The participants shall pick up litter on the designated and assigned roads.
- 6.2 The participants shall pick up litter on at least four occasions (one per quarter) per calendar year. All activities shall take place during daylight hours.
- 6.3 The participants shall select dates for litter pick up in advance and inform the Department on pick up dates. The litter pick up dates are subject to approval of the Department.
- 6.4 The participants shall confine the cleanup work to the area between the edge of the traveled portion of the road and the outer shoulder of the right-of-way boundary. Participants shall not pick up litter or perform any landscape activities in the road median unless specifically permitted. Participants shall not perform any work in the traveled portion of any road.
- 6.5 Participants shall place all litter in trash bags. Participants shall leave the trash bags and any bulky items along the shoulder or in the ditch away from the travel portion of the roadway.
- 6.6 The Department shall initially conduct safety training with the Applicant, who in turn shall conduct safety training for all participants prior to commencement of work, and shall review safe work practices with all participants prior to every work session.
- 6.7 Participants shall install temporary traffic warning signs and devices as required by the Department prior to commencement of work.
- 6.8 Participants shall provide adequate adult supervision for all participants under 18 years of age. No person under 14 years of age shall be allowed to participate. At least one adult (18 years or older) is required for every five participants younger than 16.
- 6.9 Participants shall pick up and return all equipment or supplies borrowed from the Department during regular business hours within 2 days of their use.
- 6.10 The participants shall not remove any material that might be hazardous, to include hypodermic needles, hazardous chemicals, batteries or items too heavy to be moved by hand. The location of these hazardous or heavy materials shall be reported to the Department.
- 6.11 The participants are responsible for appointing or selecting a spokesperson. The spokesperson shall ensure compliance with safety procedures, proper participant clothing which includes without limitation work gloves, appropriate shoes, light colored clothing, long pants, long

sleeved shirts, hat, and, if applicable, rain gear, insect repellent and sunscreen. The spokesperson shall also ensure that participant vehicles be parked off the traveled portion of road at a safe location, provide a first-aid kit, adequate drinking water and arrange transportation to and from the work site.

## **SECTION 7.0 DUTIES AND RESPONSIBILITIES OF THE DEPARTMENT**

- 7.1. The Department shall furnish work area signs, trash bags, reflective vests and safety awareness information for applicant safety meetings.
- 7.2 The Department will furnish and erect acknowledgment signs on the adopted roadway section with the groups name or acronym displayed. The sign will be removed when the portion of road adopted is cancelled or terminated.
- 7.3 The Department will remove the filled bags from the road for disposal and pay for the cost of disposal. The Department will remove landscaping debris if it is bagged and/or piled at a location as directed by the Department.
- 7.4 The Department will arrange for removal of large, heavy, or hazardous material and hypodermic needles from the adopted road section.
- 7.5 The Department will assign a suitable road site for adoption. The Department may refuse to assign a particular road section at its discretion.
- 7.6 The Department will inspect all requested adoption sites to evaluate sight distance, vehicle speeds, traffic volumes, and adequate shoulder width.

## **SECTION 8.0 SIGNAGE STANDARDS**

- 8.1 Signs will be installed only for those groups who commit to four (4) or more clean up efforts and Adopt-A-Road or combination of roads that is at least 1 mile in length (shoulder miles).
- 8.2 Signs will be of standard size.
- 8.3 Signs will be erected in accordance with City sight distance standards. No signs will be installed if it obstructs visibility of motorists or pedestrians or creates a safety hazard.
- 8.4 Signs will be standardized and read as follows:  

**"SHORELINE ADOPT-A-ROAD PROGRAM"**  
....in addition to the group's name, initials or acronym.
- 8.5 Signs with any special logo, graphics or art work requested by the applicant must be submitted to the Department for approval.
- 8.6 Business names should be in the same format as the local telephone directory.
- 8.7 The Department reserves the right to refuse any wording which might confuse the public or be offensive or obscene.

- 8.8 Signs will be installed by the Department as time and materials are available.
- 8.9 Signs will be removed by the Department upon the expiration of the group or upon failure of the group to comply with these procedures or the conditions of the program.

## **SECTION 9.0 CANCELLATION OF PROGRAM**

- 9.1.1 The Department may cancel, alter or modify this program without further notice.

## **SECTION 10.0 POLICIES AND PROCEDURES**

- 10.1 Program Eligibility: Volunteer organizations/groups are eligible to participate in the Adopt-A-Road Program if the group will fulfill its obligation under the program in a safe and responsible manner, and provided that there is an available section of city road which can be safely assigned to the group.
- 10.2 Volunteer groups eligible to participate in the program may be individuals, families, civic and non-profit organizations, churches, service clubs, other organizations, and volunteers from commercial and private enterprises.
- 10.3 A volunteer group is not eligible to participate in the program if its name:
  - 10.3.1 Endorses or opposes a particular candidate for public office;
  - 10.3.2 Advocates a position on a specific political issue, initiative, referendum, or piece of legislation; or
  - 10.3.3 Includes a reference to a political party.
- 10.4 Volunteer groups that have been denied participation in the program due to a lack of compliance to a previous adopt-a-road agreement shall not be eligible to participate for a period of five years following the termination of the previous agreement.
- 10.5 Each volunteer group must have a designated Spokesperson/Group Leader who functions as the group's primary liaison with the City. The Spokesperson/Group Leader must be eighteen years of age or older.
- 10.6 Minors
  - 10.6.1 All volunteers shall be fourteen years of age or older.
  - 10.6.2 Volunteers under the age of eighteen shall have a Parent/Guardian Informed Consent Form completed before participating in any program activity
  - 10.6.3 For every five volunteers under the age of eighteen participating in a clean-up event, there shall be one adult supervisor (eighteen years of age or older).
- 10.7 Adoption Agreements
  - 10.7.1 The program requires a two-year commitment by volunteer groups. Adoption agreements shall run for a minimum of two years.

10.7.2 After the initial two-year commitment has been fulfilled, a volunteer group will be considered active until the group requests to end their participation in the program or ceases to fulfill their responsibilities under the program.

10.7.3 If a volunteer group appears to have ceased to fulfill their program responsibilities, the Department will try to contact the Spokesperson/Group Leader by phone. If the Spokesperson/Group Leader cannot be reached by phone, the Department will mail a letter to the address on file to remind the group of their commitment and request that they contact the director. If the group does not contact the Department within thirty calendar days of the date of the letter, the adoption agreement will be terminated and the group's recognition signs removed. The signs will remain the property of the City.

10.7.4 Volunteer groups shall submit a written proposal to the Department for any roadside improvement or clean-up activity proposed in addition to litter control. The proposal shall include a complete description of the activity proposed, materials and techniques to be used, and a schedule of work detailing all aspects of the proposal. The City may require the group to prepare a plan or sketches to adequately describe the scope and detail of work. No work shall commence prior to the City's approval of the group's proposal and the completion of an addendum to the adoption agreement describing the proposal and setting forth the terms and conditions of the City's approval.

10.7.5 The Department may, at its discretion, temporarily suspend an adoption agreement because of road maintenance or construction along an adopted section. The Department will notify the Spokesperson/Group Leader of the suspension. After these activities are completed, the Department will restore the agreement and notify the Spokesperson/Group Leader.

## 10.8 Adopted Sections

10.8.1 Adopted sections shall be roads in the City of Shoreline. Adopted sections will be assigned on a first-come, first-serve basis. If a section of city road has already been adopted by a group, it is not eligible for adoption by another group.

10.8.2 Adopted sections will generally be one mile in length, but the length of any particular adopted section will be at the Department's discretion.

## 10.9 Adopting More Than One Road

10.9.1 Volunteer groups that are currently fulfilling the responsibilities of an existing adoption agreement may be allowed to adopt additional roadway sections at the discretion of the Department.

10.9.2 If there is high demand for adoption of roads in a particular area, preference will be given to interested volunteers that do not yet participate in the program to maximize opportunities for public participation and community service.