

**CARROLL COUNTY**

**ADOPT-A-ROAD PROGRAM**

**PARTICIPATION PACKET**

## WHAT IS ADOPT-A-ROAD?

The purpose of the Adopt-A-Road Program is to control and reduce litter on Carroll County's roads at a reduced cost to the citizens of Carroll County. For this purpose, private citizens are given the opportunity to support the County's "A Cleaner Carroll" program by adopting a road along which the volunteers will pick up trash and debris in a program to keep the roadway clean. Your group can adopt a road, or in some cases a section of road to help make a difference. You will receive safety guidelines and gear, as well as tips on how to pick up trash along the road you adopt. In addition, Carroll County Bureau of Roads Operations will provide your organization with a sign recognizing your group's effort to help keep Carroll clean.

## **CONDITIONS FOR PARTICIPATION**

- 1.) A one to three mile section of county roads will be eligible for adoption. Litter pickup will be done on both sides of the roadway a minimum of two times a year.
- 2.) Any local community organizations, such as a civic or social group, will be eligible to adopt roads, as will any family, as long as the group or family has a participant of at least 21 years of age. All groups and participants must have approved agreements on file with the Carroll County Bureau of Roads Operations before participation.
- 3.) The Chief, Bureau of Roads Operations or an appointed representative will select eligible roads.
- 4.) The term “Group” means the organization or family that has volunteered to participate in the Adopt-A-Road program. The term “Group Leader” means the person that is responsible for the group’s safety training, completing litter pickups and forwarding information to the Bureau of Roads Operations’ contact person, completing Group and Participant Agreements, and forwarding information to the Bureau of Roads Operations contact person. The term “Participant” means any individual member of a group who takes part or who attempts to take part in a group’s litter pickup.
- 5.) Prior to participation, it is the Group Leader’s responsibility to ensure that each participant reviews, signs, and submits a Participant’s Agreement to the Carroll County Bureau of Roads Operations to verify that all requirements and safety conditions are understood and followed.
- 6.) The Group Leader must review with the Bureau of Roads Operations representative all safety information and safety equipment. It will be the Group Leader’s responsibility to ensure each participant has been adequately made aware of safety procedures, equipment, and precautions.
- 7.) Groups with members under 18 years of age must be supervised by adults (18 years or older). The minimum age for participation

is 12 years. Anyone under 18 years of age must have parental or guardian consent.

- 8.) There must be at least one adult for every five participants between ages of 12 and 17.
- 9.) Groups must hold a meeting prior to each litter pickup event to review safety and other guidelines. The Group Leader will be responsible to conduct the necessary safety meeting with each group participant. No participants may be involved in a litter pickup unless he/she has attended a safety meeting prior to the litter pickup event and has submitted the Participant's Agreement to the Bureau of Roads Operations. The Group Leader is responsible to ensure that litter pickups are performed only by group members who have had the necessary safety training and have submitted the Participant's Agreement to the Bureau of Roads Operations.
- 10.) After each pickup, adopting groups will file reports detailing the names of the persons involved, number of bags of litter retrieved, hours spent, etc. Pre-printed forms will be furnished by the Bureau of Roads Operations for making the reports.
- 11.) The Bureau of Roads Operations may reject a group's application to participate in the Adopt-A Road program, cancel an existing agreement, not renew an application to participate in the program, or prohibit an individual from participating in a group's litter pick up based on any of the following determinations by the Bureau of Roads Operations.
  - a.) The Group Agreement or Participant's Agreement is incomplete or contains false information
  - b.) The group or participant fails to complete the mandatory safety training or fails to comply with the requirements of the safety training program
  - c.) The group fails to comply with its responsibility to pick up litter in the adopted section of roadway at least two times per year

- d.) The group or participant's participation is or would be counterproductive to the purposes of the program, including but not limited to:
    - 1. Causing an increase in litter on the adopted section of roadway or in the surrounding area; or
    - 2. Causing an increase in traffic congestion
  - e.) The group discriminates on the basis of race, sex, age, religion, color, national origin, or disability
  - f.) The group or participant's participation is impacting or would impact the safety of other groups or participants in the program, passing motorists, or County employees
- 12.) In return for your participation, the Carroll County Bureau of Roads Operations will:
- a.) Express the Bureau of Roads Operations' appreciation by placing on the designated roadway one sign with your group's name for each direction of the adopted roadway. Businesses that wish to sponsor groups may do so; the business name will go on the sign in block letters. No business or other logos will be allowed;
  - b.) Provide each group with safety information and literature; and
  - c.) Provide each participant with safety gear, safety equipment, and trash bags.
- 13.) The Bureau of Roads Operations reserves the right to revise these conditions as needed.

# **SAFETY EQUIPMENT AND PROCEDURES**

## **SAFETY EQUIPMENT**

In order to provide adequate safety in the Adopt-A-Road Program, the Bureau of Roads Operations will provide the following items:

1. Safety Vest
2. Hat
3. A Cleaner Carroll logo sign
4. Group recognition sign
5. Litter bags

## **SAFETY PROCEDURES**

1. Each Adopting Group will be assigned to a designated Bureau of Roads Operations contact person (or an alternate). Coordination, training, questions and reports should be with the designated Roads Operations contact person.
2. Each group will designate a "Group Leader." The Group Leaders (21 years or older) are required to receive safety training information by a qualified Bureau of Roads Operations representative.
3. Group Leaders must hold a safety talk with their participants immediately prior to each pick up. Participants should be made aware of possible contact with poison plants, insect nests, hazardous materials such as chemicals and toxic materials in containers. All materials that appear to be hazardous should remain untouched and reported to the Bureau of Roads Operations at the completion of each day's litter pick up or the next working day.
4. Litter pick up operations may only be performed during daylight hours and during good weather conditions. Adopting groups must schedule pick up time in advance with their designated Roads Operations contact person.

5. **Adopt-A-Highway participants should meet outside the designated work area and carpool to their assigned site. Carpool vehicles must be parked clear of the traveled roadway or as far as driving conditions permit.**
6. **All participants in the Adopt-A-Road program will be furnished with a safety vest, hat, and litter bags. The group leader and all participants must arrive on site wearing their safety vest and hat. Sturdy soled footwear, gloves and "First-Aid-Kits" are suggested. Proper clothing for both summer and winter months should be worn. To avoid exposure to the sun and poisonous plants, long sleeve shirts and long pants are recommended.**
7. **Horseplay and alcoholic beverages are prohibited at all times.**
8. **Upon arrival at the designated section of roadway assigned to your group for litter pick up, the group leader and possibly one assistant must display the official "A Cleaner Carroll" logo sign (36" x 36" Fabric Sign). This is a safety warning sign.**
9. **Group participants must work facing on-coming traffic at all times and stay away from the edge of the traveled portion of roadway. Participants must avoid construction sites, County maintenance activities, bridges and intersections. All litter pick up must stop prior to the intersection.**
10. **Upon completion of all litter pick up operations remove and pack away your "A Cleaner Carroll" logo sign.**
11. **The group leader must notify their designated Roads Operations contact person when litter pickup is complete. Bags must be tied securely by using the top portion of the bag.**

## GROUP AGREEMENT

This Agreement made this \_\_\_\_ day of \_\_\_\_\_, 2006, by and between the Carroll County Bureau of Roads Operations, herein referred to as "Bureau of Roads Operations" and \_\_\_\_\_ herein referred to as "Group".

In order to rid County roads of unsightly litter, Carroll County Bureau of Roads Operations, has established an antilitter program in which a volunteer group, who shares these concerns, may adopt a roadway in or near its community to pick up litter; and

In consideration of the mutual benefits received by the Bureau of Roads Operations, \_\_\_\_\_ "group" agrees this \_\_\_\_ day of \_\_\_\_\_, 2006 to participate in A Cleaner Carroll, and the parties agree as follows:

1. The term "Group" means the organization or family that has volunteered to participate in the Adopt-A-Road program. The term "Group Leader" means the person that is responsible for the group's safety training, completing litter pickups and forwarding information to Bureau of Roads Operations contact person, completing Group and Participant Agreements and forwarding information to Bureau of Roads Operations contact person. The term "Participant" means any individual member of a group who takes part in a group's litter pickup.

2. The Group hereby adopts-a-road named \_\_\_\_\_ in Carroll County, for a period beginning \_\_\_\_\_, 2006, and ending \_\_\_\_\_, 2008.

3. The Group agrees to pick up litter on the above described section of roadway in accordance with the attached Adopt-A-Road Conditions For Participation ("Conditions") and Adopt-A-Road Safety Equipment and Procedures ("Safety Procedures").

4. The Group Leader must obtain all Participant forms and submit each Agreement to the designated Bureau of Roads Operations contact person before the Participant shall be permitted to participate in the Group's litter pickups.

5. The Bureau of Roads Operations will supply Group Leader with safety information, plastic trash bags, hats and safety vests. The materials may be picked up from the Carroll County Maintenance Facility at 1250 Old Meadow Branch Road during work hours the week before the scheduled pickup. **Safety vests are to be worn by participants at all times while working on the roadway.**

6. The Group understands and agrees that discrimination in any manner by the Group against a member or applicant for membership, or any person, including members of the public and County employees encountered while participating in the program, because of sex, race, age, color, creed, or national origin, is prohibited.

7. Either party may terminate this Agreement upon thirty (30) days written notice to the other party. All notices shall be mailed via regular United States mail and addressed as follows:

BUREAU OF ROADS OPERATIONS  
GROUP

VOLUNTEER

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Name & Title

1250 Old Meadow Branch Road  
Westminster, MD. 21157

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

410-386-6717

Phone #

\_\_\_\_\_  
Phone # (Work & Home)

8. Notwithstanding any other provision of this Agreement, the Carroll County Bureau of Roads Operations reserves the right to modify this Agreement at any time. All modifications shall be in writing and shall be effective upon the Bureau of Roads Operations mailing the modification to the Group leader at the address specified in paragraph 7.

9. The Group is aware of the potentially hazardous nature of the work to be performed. Except to the extent any injury or damage is caused by the active negligence of the County, the group waives any claim for any injury or damage arising out of the Group's participation in the Adopt-A-Road Program.

Witness: Carroll County Bureau of Roads  
Operations

----- By:  
----- (Seal)  
Chief, Bureau of Roads  
Operations

Witness: \_\_\_\_\_  
Name of Volunteer Group

----- By:  
----- (Seal)  
(Name and title of person signing  
on behalf of the volunteer Group)

10. Name to Appear on Sign: \_\_\_\_\_

**PARTICIPANT'S AGREEMENT**

I have read and understand the Carroll County Bureau of Roads Operations Conditions for Participation in the Adopt-A-Road Program. I have been provided the following documents: Conditions for Participation and Safety Equipment and Procedures. I have read the conditions and procedures and have attended a safety presentation. I understand these Conditions and Procedures and agree to obey and abide by them and any

other rule adopted or implemented by the Carroll County Bureau of Roads Operations during my participation in the Adopt-A-Road Program.

I am aware of the potentially hazardous nature of the work to be performed. Except to the extent any injury or damage is caused by the negligence of the County, its officers, agents or employees, I agree to waive any claim against the County with respect to any injury or damage arising out of my participation in the Adopt-A-Road Program.

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Name of Program Participant (Please Print)

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Signature of Program Participant

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Signature of Legal Guardian (If Participant is under 18)

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Participant's Street Address

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City, State, Zip

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Telephone Number

---

Date

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Name of Group

## PARTICIPATION REQUIREMENTS

1. A one to three mile section of County road(s) will be eligible for adoption. Litter pickup will be done on both sides of the roadway two times a year.
2. Groups must hold meetings prior to litter pickup events to review safety and other guidelines. Group leader will conduct the necessary safety meetings with each Group Participant. No Participant may be involved in a litter pickup unless he/she has attended the meeting and has submitted the Participant's Agreement to the Bureau of Roads Operations. The Group leader is responsible to ensure that litter pickup is performed only by those Group members who have submitted the Participant's Agreement to the Bureau of Roads Operations.
3. Your Bureau of Roads Operations contact person or his/her representative will arrange for pickup of the filled trash bags. The group leader will contact the Bureau of Roads Operations contact person during regular work hours for pickup.
4. Groups are encouraged to separate and recycle appropriate materials for their benefit.
5. The Chief, Bureau of Roads Operations, or his representative, will be the contact persons for the adopting groups.
6. **REMEMBER: YOU ARE WORKING IN A DANGEROUS ENVIRONMENT**  
**- A PUBLIC ROAD**
7. **TO PROTECT YOURSELF AND OTHERS:**
  - \* Park all vehicles clear of the roadway.
  - \* Keep number of vehicles to a minimum.
  - \* Wear a safety vest at all times.
  - \* Face oncoming traffic.
  - \* Provide supervision for youth groups.
  - \* Designate a supervisor for adult groups for safety.
  - \* Maintain a working group of no more than 12 individuals.

- \* Work during hours and days that are not peak travel times.
- \* Stop work in inclement weather.
- \* Avoid overexertion.
- \* Do not remove hazardous substances.
- \* Do not pick up items on bridges, or other hazardous locations.
- \* Stay well clear of any construction.
- \* Do not enter the travel portion of the roadway.
- \* Under no circumstances pick up trash off the highway medians.

9. **IN CASE OF EMERGENCY:**

- \* Every crew should have a first aid kit on hand.
- \* Have transportation available.

10. **CLOTHING SUGGESTIONS:**

- \* Wear light-colored clothing and long sleeves.
- \* Wear heavy gloves.
- \* Wear sturdy soled footwear.

## **SAFETY DO'S AND DON'T'S**

Before each litter pick up, everyone must review the following information to ensure a safe outing.

**DO:** Provide safety talk to your Participants immediately before going out on your pick up.

**DO:** Be sure that everyone involved in litter pick up has received proper safety training.

**DO:** Meet away from the designated work area and carpool to the litter pick up site.

**DO:** Arrive on site wearing your safety vest and hat and park as far as possible off the travel roadway.

**DO:** Upon arriving at your work site, immediately display the official "A Cleaner Carroll-Litter Pickup" orange fabric safety signs.

**DO:** Perform all litter pick up operations during daylight hours and in good weather conditions.

**DO:** Work as a group facing oncoming traffic at all times.

**DO:** Report any hazardous materials or animal carcasses to the designated Bureau of Roads Operations representative for your group at the end of your pick up or the next work day.

**DON'T:** Walk or pick up litter in the travel portion of the roadway, median, or any area that appears dangerous.

**DON'T:** Pick up or handle discarded car batteries, needles, or other potentially dangerous/hazardous materials, or any object that appears questionable.

**DON'T:** Pick up litter during hours other than those agreed to in advance with your Bureau of Roads Operations designated representative.

- DON'T: Allow any group member to participate in the pick up under the influences of narcotics or alcohol.
- DON'T: Distract motorists with horseplay or abrupt, erratic movements.
- DON'T: Forget to remove your "A Cleaner Carroll-Litter Pickup" fabric safety signs after your pick up and store for your next outing.