

# County of Stanislaus



## DEPARTMENT OF PUBLIC WORKS

# Adopt-a-Road Program Guide

### **MISSION**

Manage and improve infrastructure through safe and efficient use of resources and assets for the benefit of our citizens.

### **VISION**

Strive to be the leading Public Works Department through innovative stewardship of infrastructure and environment.



Date: \_\_\_\_\_

Dear Prospective Volunteer:

Thank you for your interest in the County of Stanislaus Adopt-a-Road Program. The Adopt-a-Road Program Guide is designed to make the program easy to understand and participate in. The list below describes the contents of this Guide and gives simple directions to follow. To complete the application process, you will need to fill out and return pages 6, 8, & 10 of the Guide. Our Coordinator will meet with you to fill out page 7, and after each clean-up, you will need to fill out and return page 12, (and page 8 if updated). Please read each section of this Guide and call the Program Coordinator at (209) 525-4130 if you have any further questions.

Sincerely,  
Gary Hayward  
Adopt-a-Road Program Manager

The following is a summary of the activities detailed in the following guide.

### **GUIDE CONTENTS:**

#### **Fact Sheet (Page 3)**

This sheet provides general information about the Adopt-a-Road Program.

#### **Frequently Asked Question Sheet (Page 4 – 5)**

This sheet answers some of the most frequently asked questions about the program.

#### **Adopt-a-Road Application (Page 6)**

The form needs to be filled out by the organization or individual wanting to adopt a road. The group leader should mail the application to the Adopt-a-Road Program Coordinator.

#### **Acceptance and Conditions (Page 7)**

The form defines the responsibilities of the adopting organization as well as the County of Stanislaus, Department of Public Works. The form needs to be filled out and signed by the group leader. This form shall be mailed along with the application. The Program Coordinator must receive the signed form before the first cleanup can be scheduled.

## **GUIDE CONTENTS - CONTINUED**

### **Hold Harmless (Page 8)**

This form needs to be signed by each volunteer participating in the cleanup. All participants under the age of 18 must have a parent or guardian signature. A copy must be sent to the Program Coordinator and the group leader should keep the original. If any new volunteers participate during following cleanups and did not sign the original, have them sign and send an updated copy to the Program Coordinator.

### **Recognition Sign Request (Page 9 and 10)**

Group leaders must complete this form to request the installation of two (2) Adopt-a-Road recognition signs. As shown on this sheet, the County will provide two (2) plates showing the organizations name, one (1) located at the beginning of each street section. Organizations also have the option of placing their organizations logo on the plates after the logo has been approved by the County.

### **Equipment Kit Contents (Page 11)**

The group leader should use this list as a guide when picking up the safety equipment. All listed items should be included inside the Equipment Kit. If any items are missing, please inform the Program Coordinator. During your Adopt-a-Road cleanup, safety equipment is required. This equipment can be reserved for your group by calling the Program Coordinator at least five (5) business days in advance of the cleanup date to arrange for a specific time to pick up the safety equipment.

### **Completion Form (Page 12)**

After each cleanup, group leaders must mail, fax, e-mail, or bring in the Completion Form to the Program Coordinator to report the figures as requested. The group leader should make several Blank copies of this form to keep in their adopt-a-road file for later use.

### **Safety Guidelines (Page 13)**

All volunteers participating in the cleanup will need to be familiar with the Safety Guidelines Sheet. This can be used as a reference in the field, in addition to the Safety Orientation Class.

### **Items to Bag, Move, or Leave (Page 14 – 15)**

Volunteers working along the roadside will find all types of garbage to bag. However, some of the items found should be left where they are found. The list on page 16 clarifies which items to bag, move, or leave

### **Garbage Bag Placement Plan (Page 16)**

This drawing on this page shows a sample setup for an Adopt-a-Road cleanup. Safety is the number one priority during all cleanups. Your Program Coordinator will make adjustments to the setup of safety equipment and garbage bag placement, if necessary.

# County of Stanislaus

## **Adopt-A-Road Fact Sheet**

The Adopt-a-Road Program involves volunteer organizations picking up litter on the roadside of local County of Stanislaus streets. The cleanup area may be as much as the volunteer organization can control, but no less than 1/2 mile long. Volunteer organizations will need to clean each street section 2-4 times per year. In addition, the leaders of each organization along with the initial volunteers are required to attend a Safety Orientation class. Group leaders will be responsible for training any additional future volunteers. Organizations are also required to fill out an Adopt-a-Road Application, and Release of Liability form, before cleanup can begin. Organizations are required to contact the Program Coordinator two business days prior to their scheduled cleanup and within 1 business day following the cleanup. In addition, once cleanup is completed the organization will need to fill out a Completion Form and return to the Program Coordinator via mail, fax, or e-mail.

The County of Stanislaus, to show its appreciation, will provide two (2) Adopt-a-Road signs, one at each end of the adopted section to show where the organization is working. Signs will display the organizations name and logo (to be provided by organization), but no addresses or phone numbers are allowed.

The County will supply garbage bags and safety equipment to the volunteers and will provide garbage pickup service.

The Adopt-A-Road Program hopes to prove successful in improving appearance through litter pickup and is a great way for community based organizations/groups and businesses to show their involvement in the community. This Program will provide another opportunity for business and community based organizations/groups to work together in this effort. Anyone interested in this program should contact the following:

County of Stanislaus  
1716 Morgan Road  
Modesto, CA 95358  
(209) 525-4130  
[www.stancounty.com](http://www.stancounty.com)

# County of Stanislaus

## Adopt-A-Road Frequently Asked Questions

### **FREQUENTLY ASKED QUESTIONS:**

#### **1. *What is the Adopt-A-Road Program?***

It is a program where organizations take on the responsibility of picking up litter on a specific section of roadway. Volunteer organizations are recognized by having their name and/or logo (logo to be provided by organization) on two (2) roadside signs provided by the County of Stanislaus.

#### **2. *How do organizations adopt a road?***

(1) Contact the Adopt-a-Road Program Coordinator, at the County of Stanislaus, Department of Public Works at 1716 Morgan Road, Modesto, California, 95358, (209) 525-4130. (2) A member of our staff will discuss with you which street(s) are available for adoption and send you a Program Guide to complete. (3) After completion of the application, and review by our Program Coordinator, arrangements will be made to finalize the adoption.

#### **3. *Is this anything like the Adopt-a-Highway Program sponsored by the California Department of Transportation (CalTrans)?***

Yes, the Adopt-a-Road Program is very similar to the state program, but it only involves local streets within the County of Stanislaus.

#### **4. *Isn't working along the road too dangerous for volunteers?***

Each volunteer's safety is extremely important to us. Therefore the leaders of each organization along with the initial volunteers are required to attend a Safety Orientation class. Group leaders will be responsible for training any additional future volunteers. In addition, safety vests and brightly colored garbage bags will be provided.

#### **5. *If someone is injured while participating in the Adopt-a-Road Program, who is responsible for their injuries?***

The Adopt-a-Road Program is a volunteer program. All volunteers agree to participate in this program at their own risk. During the adoption process each member of the organization will be required to sign a Hold Harmless form.

#### **6. *Is there a minimum length of street to be considered?***

Yes, a minimum of 1/2 mile long is necessary for operational efficiency and bookkeeping. Exceptions may be made for difficult areas on a case-by-case basis.

## **QUESTION/ANSWER SHEET – CONTINUED**

**7. How long is an adoption period?**

An adoption period is two (2) years.

**8. How many times per year does an organization have to pick up litter along the adopted street?**

Each adopted street must be cleaned of litter 2-4 times per year, depending on the street section. Some sections have a history of accumulating a lot of litter (4 times), while others only require an occasional cleanup (2 times).

**9. Once the organization's volunteers fill up the garbage bags, who picks them up?**

Once the County Program Coordinator has been notified by an organization that trash pickup has been completed, the County will schedule pickup of the bags.

**10. Who provides the Adopt-a-Road Signs?**

The County of Stanislaus will provide two (2) Adopt-A-Road signs, one sign at each end of the adopted street section. The signs will provide the sponsoring organizations name in sufficient detail to identify the organization. Organizations also have the option of placing their organization's logo/name on the sign. Organizations requesting a logo or name written in a special writing style (font) will be able to take the plate (described below) to a private sign shop where upon their logo and/or name can be placed. **All logos must be approved by the County.** Once the plate is completed and returned to the County, arrangements will be made to place the plate on the permanent adopt-a-road sign within 30 days after the initial cleanup. No street address or telephone number will be included on the signs. The County will maintain the signs.

**11. What size are the Adopt-a-Road Signs?**

Each permanent adopt-a-road sign measures 36" x 36". Within the sign is a removable plate which measures 30" x 12". Adopting organizations will be able to have their name placed on this plate by the County.

**12. How soon after adoption will the Organization be recognized with an Adopt-a-Road Sign?**

Volunteers will be recognized for participation in the Adopt-a-Road program within thirty (30) days after the first cleanup.

Please call the Adopt-a-Road Program Coordinator with any further questions at (209) 525-4130 or [haywrdg@stancounty.com](mailto:haywrdg@stancounty.com).

# County of Stanislaus

## Adopt-A-Road Application

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Name of Contact

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Name of Alternate Contact

\_\_\_\_\_  
Alternate Telephone

\_\_\_\_\_  
Mailing Address, City, State, Zip Code

Street Section you are interested in adopting. List in order of preference. Please specify limits from/to.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**The adopter agrees to follow safety tips and to indemnify and hold harmless the County of Stanislaus, its Board of Supervisors, officers, directors, agents, employees, and volunteers from and against any and all claims, demands, actions, losses, liabilities, damages, costs, and expenses, including reasonable attorneys' fees and damages of any nature whatsoever to any person or property, arising out of or resulting from the performance or non-performance of this Agreement.**

Signed \_\_\_\_\_  
Authorized Signature of Adopting Organization

\_\_\_\_\_  
Date

# County of Stanislaus

## Adopt-A-Road Application Acceptance and Conditions

The adopting Organization agrees to participate in the program by 1) picking up litter along the specified roadway within the time limits agreed upon below, 2) following the Safety Tips and procedures as described in the Safety Orientation class, and 3) signing the release of liability forms included.

If, in the sole judgment of the County of Stanislaus, it is found that the adopting group is not meeting the terms and conditions of this agreement, upon thirty (30) days notice, the Department of Public Works may terminate the adoption agreement.

The County of Stanislaus will provide two (2) 36" x 36" Adopt-a-Road signs, one at each end of the adopted street section. Affixed to each sign will be a 30" x 12" plate displaying the organizations name in sufficient detail to identify the organization. Organizations requesting a logo or name written in a special writing style (font) will be able to take the 30" x 12" aluminum plate (provided by the County) to a private sign shop where upon their logo and/or name can be placed. The County of Stanislaus retains the right to reject, without cause or explanation, any symbol or seal the County of Stanislaus determines unacceptable. **All logos must be approved by the County.** Once the plate is completed and returned to the County, arrangements will be made to place the plate on the permanent adopt-a-road sign. Organizations will be recognized via their name/logo on the permanent signs for participation in the Adopt-a-Road program within thirty (30) days after the first cleanup.

The County of Stanislaus recognizes \_\_\_\_\_ as the adopting organization and promoting a litter-free environment on the section of roadway described as \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_ in the community for a period beginning on \_\_\_\_\_ and ending on \_\_\_\_\_ with cleanup to be \_\_\_\_\_ times per year.

\_\_\_\_\_  
Gary Hayward  
Adopt-a-Road Program Coordinator

\_\_\_\_\_  
Print Name of Authorized Signature for Group

\_\_\_\_\_  
Authorized Signature for Group

\_\_\_\_\_  
Date

Jan	Feb	Mar
April	May	June
July	Aug	Sep
Oct	Nov	Dec

Anticipated Clean-Up Months  
Coordinator to check all that apply)

# County of Stanislaus

County of Stanislaus  
Department of Public Works

## **Adopt-a-Road Program Hold Harmless**

\_\_\_\_\_  
(Date)

I/We have read and understand the safety tips provided by the County of Stanislaus, Department of Public Works.

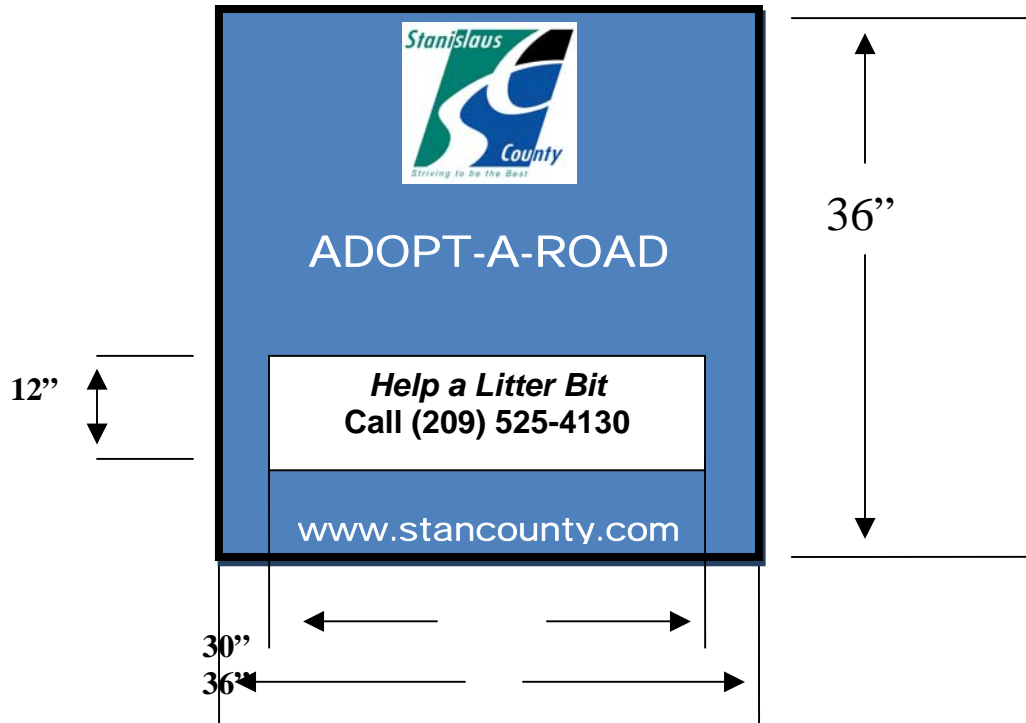
I/We will abide by these safety tips.

I/We agree to indemnify and hold harmless the County of Stanislaus, its Board of Supervisors, officers, directors, agents, employees, and volunteers from and against any and all claims, demands, actions, losses, liabilities, costs, and expenses, including reasonable attorneys' fees and damages of any nature whatsoever to any person or property, arising out of the performance or non-performance of this Agreement, regardless of whether caused in part by a party indemnified hereunder.

Print Name	Address	Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

# County of Stanislaus

## Adopt-A-Road Program Recognition Sign Request



The County of Stanislaus will provide two (2) 36" x 36" Adopt-a-Road signs, one at each end of the adopted street section. Affixed to each sign will be a 30" x 12" plate displaying the organizations name in sufficient detail to identify the organization. Organizations requesting a logo or name written in a special writing style (font) will be able to take the 30" x 12" aluminum plate (provided by the County) to a private sign shop where upon their logo and/or name can be placed. The County of Stanislaus retains the right to reject, without cause or explanation, any symbol or seal the County of Stanislaus determines unacceptable. **All logos must be approved by the County.** Once the plate is completed and returned to the County, arrangements will be made to place the plate on the permanent adopt-a-road sign. Organizations will be recognized via their name/logo on the permanent signs for participation in the Adopt-a-Road program within thirty (30) days after the first cleanup. No street address or telephone number will be included on the signs. The County will maintain the signs.

### Lettering Size

#### **ORGANIZATION NAME:**

The County will provide each organization with a plate (size of letters dependant on size of organizations name) stating organizations name as part of the Adopt-a-Road program.

## **RECOGNITION SIGN - CONTINUED:**

The following is proposed lettering sizes that may be used for the organizations name by the County, for the first and/or second lines of the Adopt-a-Road plate:

3" Letters = 12 Capital Letters, 16 Lower Case Letters

4" Letters = 9 Capital Letters, 10 Lower Case Letters

5" Letters = 7 Capital Letters, 10 Lower Case Letters

Organizations requesting a logo or name written in a special writing style (font) will be able to take a 30" x 12" aluminum plate (provided by the County) to a private sign shop where upon their logo and/or name can be placed. The County of Stanislaus retains the right to reject, without cause or explanation, any symbol or seal the County of Stanislaus determines unacceptable. **All logos must be approved by the County.** Once the plate is completed and returned to the County, arrangements will be made to place the plate on the permanent adopt-a-road sign. Organizations will be recognized via their name/logo on the permanent signs for participation in the Adopt-a-Road program within thirty (30) days after the first cleanup.

Logos with or without wording shall be placed on the aluminum plate measuring 30" x 12" and shall be no larger than 29" x 11".

### **Plate Colors**

County Provided Plate:  
Background -- White (Reflective)  
Letters – black (non-Reflective)

**Special Logo -- A maximum of 50% solid color is permitted of which no more than 30% can be red, yellow, orange, or any combination thereof.**

#### **Check One (1):**

- County will be supplying sign plate with organizations name as written below:

\_\_\_\_\_  
Organization name as it will appear on Recognition Sign (**Please Print Clearly**)

\_\_\_\_\_  
Signature of Organizations Leader

- Organization will place its own logo/name on plate. (Blank plate will be provided by the County, and logo is to be pre-approved by the County).

# County of Stanislaus

## **Adopt-A-Road Program Equipment Kit Contents**

The equipment kit is designed to provide Adopt-a-Road volunteers with the necessary materials and tools to have a successful and safe cleanup event.

The Program Coordinator will arrange for a Safety Orientation to all adopting volunteer groups prior to their first cleanup, and will supply the Equipment Kit. Additional safety information is provided in the Safety Guidelines sections on pages 13 - 15.

The following items are included in the Equipment Kit:

- 1 Portable "Road Work Ahead" sign
- 2 Litter Pik-Stixs
- 10 Safety Vests
- 1 Box - Plastic Litter Bags (approx. 100 bags)

The kit is designed to provide enough materials for ten volunteers. If any items are missing, notify the Program Coordinator immediately. Also, if you have any questions regarding the proper use of equipment, please ask.

# County of Stanislaus

## Adopt-A-Road Program Completion Form

This form is used by the Adopt-A-Road Program Coordinator to keep track of program participants and the frequency of projects they are involved in. **Please remember to fill out and return a copy of this form after each cleanup.**

Cleanup completion date: \_\_\_\_\_

Group leader: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Street adopted: \_\_\_\_\_

Number of miles adopted: \_\_\_\_\_

Number of volunteers that participated: \_\_\_\_\_

Number of hours the cleanup lasted: \_\_\_\_\_

Approximately how many bags of trash: \_\_\_\_\_

We anticipate our next cleanup will be on (date): \_\_\_\_\_

We participated in the recycling program: Yes No (circle one)

We turned in \_\_\_\_\_ (approx.) lbs. of recycling to \_\_\_\_\_ transfer station (Optional)

Were there any unusual incidents or injuries during the cleanup? \_\_\_\_\_

If so, please describe: \_\_\_\_\_

Note: Call Gary Hayward, Adopt-a-Road Program Coordinator at (209) 525-4130 the following business day after each cleanup to report completion.

Mail to: Gary Hayward, Adopt-a-Road Program Coordinator  
County of Stanislaus  
Department of Public Works  
1716 Morgan Road  
Modesto, CA 95358

Or Fax to: Gary Hayward, Adopt-a-Road Program Coordinator, (209) 525-4140

Or E-Mail to: [haywrdg@stancounty.com](mailto:haywrdg@stancounty.com)

# County of Stanislaus

## Adopt-A-Road Program Safety Guidelines

**You will be participating in a volunteer community cleanup near a County road, your safety and the safety of others is extremely important to us. In addition to the Safety Orientation, please read and follow these safety guidelines:**

- ❖ Review these safety tips each time before beginning work.
- ❖ Always park legally at a safe place when at the work area.
- ❖ Review the area for hazards before beginning.
- ❖ Do not touch possible hazardous materials. Contact the County Program Coordinator for further instructions.
- ❖ Wear County provided safety vests or bright colored clothing.
- ❖ Dress appropriately for weather conditions. Long pants are highly recommended at all times.
- ❖ Always face oncoming traffic while working, if possible.
- ❖ Always be alert and have an escape route planned.
- ❖ Designate a lookout person with large groups.
- ❖ Wear protective gloves, sturdy boots or shoes.
- ❖ Hats and sunscreen are recommended.
- ❖ Do not walk on the roadway.
- ❖ Never work in a median or center of the road.
- ❖ Avoid over exertion.
- ❖ Have a first aid kit available.
- ❖ Have water or other refreshment available for all participants.
- ❖ Never consume alcoholic beverages before or during the work period.
- ❖ Have transportation to medical services available.
- ❖ Do not enter or reach into drainage facilities.
- ❖ Do not touch or come near dangerous wildlife.
- ❖ Do not touch poisonous or thorny plants.
- ❖ Never work along the road in the dark or low light conditions.
- ❖ Do not work in the rain or fog.
- ❖ Do not work when the road is wet or icy.
- ❖ Do not work on high traffic volume days such as holidays or the day before holiday weekends.
- ❖ Be sure of your footing on slopes, uneven ground, and unstable conditions such as rocks or loose soil.

The most important tip is to use good judgment and stay alert.

# County of Stanislaus

## Adopt-A-Road Program Items to Bag, Move, or Leave

### BAG IT

**1. These items may be placed in a bag.**

- A. Small items made of paper, cardboard, plastic, Styrofoam, wood, rubber, glass, or metal.

### MOVE IT

**1. These items should be placed alongside your stacked bags at the edge of the shoulder.**

- A. Items with pointed edges that might tear a bag.
- B. Large items that would prevent a bag from being properly tied closed.
- C. Heavy items that could tear a bag provided that the item can be moved without causing physical injury.

**If in doubt, leave the item alone!**

### LEAVE IT

**1. These items should be left where found without taking further action.**

- A. Items that could cause physical injury if moved.
- B. Any item in an unsafe location (within two (2) feet of a traffic lane or on unstable ground, etc.).

**2. Report these items to the Program Coordinator that day, or on the next working day, during normal business hours. You may leave a voice message.**

- A. Items you are not permitted to bag or move that will not be easily visible to the garbage pickup crews collecting your filled bags. (If possible, place a filled bag near the item to mark its location.)
- B. Securely closed items containing hazardous substances.\*

**3. Report these items to the Customer Service Center as soon as possible at (209-525-4130).  
If the call is after normal business hours, or on weekends, the call will be forwarded to a  
County Communications office and an on-call supervisor will be notified.**

- A. Any item that you cannot identify and suspect may be hazardous.
- B. Unclosed or leaking items containing hazardous substances.\*
- C. Items with hazardous material labels.\*
- D. Items that could pose an immediate danger.\*
- E. Items that could be crime-scene evidence.\*

**Keep a safe distance away from the item and do not disturb it in any way!**

***\*See next page for examples.***

## **BAG IT, MOVE IT, OR LEAVE IT – CONTINUED**

### **Items of Concern:**

#### **Hazardous Substances\***

Any item that you cannot identify and suspect may be hazardous  
Spills of liquid or powdery substances  
Fuels, Motor oils, transmission fluids, petroleum products  
Antifreeze  
Batteries  
Paints  
Aerosol cans (that are not empty)  
Human urine, bloody waste, (gauze, etc.)  
Syringes, labeled medicines, unlabeled medicines, and other drug paraphernalia  
Items with hazardous material labels  
Animal Carcasses (Report to 558-7387 Animal Control)

#### **Extremely Hazardous Items / Possible Crime-Scene Evidence\*\***

Bloody items that may be crime-scene evidence  
Explosives, possible bombs (capped pipes, wrapped packages, etc.)  
Weapons (guns, knives, etc.), unspent ammunition

\* Report these items to the Sheriff's Department at 209-525-2468 or Department of Environmental Resources at 209-525-6700 on that day.

\*\* If you do not have access to a cell phone or call box, then someone other than your group's safety leader must leave the site to make the call to the Sheriff's Department or Department of Environmental Resources. Then, unless advised to leave the area, the organization's leader must stay at the site until someone of authority arrives. Keep a safe distance away from the item and do not disturb it in any way!

**In a life threatening emergency always call 911!**

# County of Stanislaus

## Adopt-A-Road Program Garbage Bag Placement Plan

Fence line or  
Private Property \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ X



Place Bags 2' - 4'  
behind Edge of  
Pavement

Edge of Pavement \_\_\_\_\_  
Street Edge Line \_\_\_\_\_

Street Lane Line \_\_\_\_\_

Street Center Line \_\_\_\_\_