



Adopt-A-Road Program

2017



Riverside County
Transportation Department

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Introduction

The Adopt-A-Road Program promotes civic pride and responsibility and provides an opportunity for individuals, organizations, and businesses to take a more active role in their community. The program improves roadway maintenance since road crews would spend less time performing this function and more time working on roads. Since the Transportation Departments resources are limited, the Adopt-A-Road Program results in a more frequent schedule of litter removal.

This program will work in conjunction with the program developed by Waste Management and the franchise haulers. The franchise haulers will pick up concentrated piles of trash while this program will address litter scattered along the roadway.

Permit Procedures

A “no fee” standard encroachment permit will be issued by the transportation Department to program participants. It would be a two-year non-transferable permit. In addition, a hold harmless agreement is to be executed by the permittee. The permittee would then do the litter removal with its own people, hire a contractor, or sponsor a work crew.

Safety

The program will be developed so that the County will review the adoptability of each location to minimize risk. Areas will not be able to be adopted if any of the following is present:

- Work area is unsafe without traffic control.
- Shoulders or roadsides are so narrow that participants would be required to work within six feet of the travel way.
- Visibility is too restricted.
- High speed traffic is too heavy or too close.
- Terrain is too rugged or too steep.
- Brush or vegetation too dense.
- Site conditions are unsuitable for group age or experience.

Divided highways could be adopted provided none of the above criteria applies, but the cleanup activities will be limited to shoulder areas.

Litter pickup will not be allowed within six feet of travel way, within center dividers, upon bridges, culverts, or structures of any kind.

In addition to the above in the event that weather or other adverse circumstances arise that constitute a hazard to the workers, the work shall be immediately discontinued.

Finally, if the workers are minors, there must be one adult supervisor per five minors. No one under the age of 14 would be allowed to be a participant.

Program Guidelines and Orientation

Prior to any work being conducted, the permit sponsor shall conduct a field review and safety meeting with a Transportation Department representative to review safety practices. It would be the responsibility of the permit sponsor to discuss and review the County's safety rules as well as permit conditions with the volunteers and assure that all forms required have been signed and approved by the County.

In addition, advice for working outdoors would be given to the volunteers by the sponsor.

Each participant shall attend a safety orientation, based on County-provided handouts, conducted by the permittee spokesperson prior to entering the right-of-way. The orientation shall consist of discussion and explanation of the safety requirements. Individuals must participate in a permittee-sponsored safety orientation at least once during each calendar year that work is authorized.

County's Commitment

The County will provide up to twenty (20) mesh vests per each location as well as trash bags. Additional bags will be available from the coordinator.

The County will also provide a sign on each end of the travel way identifying the location as an Adopt-A-Road facility and the group/organization/or individual

responsible for the litter pick up, thus providing community recognition for those groups which participate.

The County will develop a handout for the sponsor which will detail safety rules and conduct a “Train the Trainer” program to go over the program details. In addition, the County will provide permit conditions, tips for working outdoors, and pick up and disposal of trash bags after an area has been cleaned, provided the clean-up frequency is no more than once a calendar quarter. The County would consider a frequency less than once a quarter on a case by case basis.

Permittee’s Commitment

The permittee is responsible for picking up litter for two years on a minimum of a mile stretch of County-maintained roadside. In addition, the permittee must be responsible for ensuring its group’s compliance with all safety and permit requirements as well as periodically reviewing said requirements with participants.

Liability/Exposure

The program would require that the permittee execute a hold harmless agreement. The agreement would indemnify and hold harmless the County from any and all claims, demands, actions or liabilities or loss

Summary

The Adopt-A-Road Program is a win-win situation. The volunteer nature of the program provides time savings to the Transportation Department, while at the same time encouraging individuals and groups to be more involved in their community.

Although the program will not eliminate the need for us to pick up litter, it will allow the Transportation Department to spend more time on our primary responsibility, roads, thus making them safer for the traveling public.

Best of all, the program increases the litter removal and the aesthetics of the County at a minimum cost and creates a partnership between the community and the Transportation Department.

Getting Started

If you are interested in participating in the program, please contact the County of Riverside Transportation Department at (951) 955-6740. We would be pleased to send you additional information and the necessary forms.

Appendix A

ADOPT-A-ROAD
COUNTY OF RIVERSIDE
General Information

ADOPT-A-ROAD:

- is fun, educational and worthwhile
- promotes civic responsibility
- saves taxpayer dollars
- lets you help cleanup and beautify County roads in an area mutually agreed to by your organization and the County
- provides you, your organization or company prominent recognition

OPPORTUNITIES FOR:

- individuals
- organizations
- businesses

PARTICIPATE BY:

- removing litter
- or financially sponsoring special programs
(Inmate/probationer) litter crew

IT'S YOUR CHOICE:

- do the work with your own people
- hire a contractor
- sponsor financially

YOUR REWARDS:

- satisfaction
- Public recognition
- Civic pride

YOUR COMMITMENT:

- pick up litter for two years on a minimum of a mile stretch of a County-maintained roadside (medians and pavement not included)
- follow all safety and permit requirements

OUR COMMITMENT:

- we loan you up to a maximum of 20 orange vests
- we issue the permit at no charge
- we pay for and install recognition sign(s)
- we provide trash bags
- we will pick up trash bags provided the cleanup frequency is not more than once a quarter
- we will provide advanced warning signs and other necessary traffic control devices

RECOGNITION SIGNS:

- are placed at the beginning of your litter project in each direction of traffic
- may vary in size according to the local situation
- the decision to place signs, their size, and location are at the sole discretion of the County
- recognition on the sign is limited to your name and logo or insignia – no products may be identified

HOW TO GET STARTED:

- select the location you want, then contact the Director's Office of the County of Riverside Transportation Department at (951) 955-6740.
- discuss the location and project with the County
- if your area is available and safe for adoption, apply for a free permit
- allow about 2 months for sign placement
- notify the County before each work event
- review and follow safety requirements
- perform the work satisfactorily

AREAS MAY NOT BE ADOPTABLE BY VOLUNTEERS IF:

- they are already adopted
- access to work areas is unsafe
- the work area is unsafe without traffic control
- the shoulders or roadside are so narrow that participants would be required to work within 6 feet of the travel way
- visibility is too restricted
- construction or other work is underway or planned
- traffic is too heavy or too close and fast moving
- vehicle road runoff potential is too high
- terrain is too rugged or too steep
- brush or vegetation is too dense
- site conditions are unsuitable for your group's age level or experience

NOTE: Divided roads may be adopted provided none of the activities above apply, but cleanup will be limited to outside shoulder areas.

PERMIT RENEWALS:

- renew your litter permit as many times as you want
- you cannot transfer your permit to others

SAFETY:

- the program depends on the common sense and responsibility of individual participants
- Participants must realize that they are working in a potentially hazardous environment and diligently following all safety requirements
- Selection of adoptable locations minimizes risk

YOUR PERMIT:

- read, understand and conform to the provisions in your permit
- provide a copy of the safety requirements to each participant
- conduct an initial safety meeting and discussion before you begin your project and at least once a year thereafter
- review safety requirements with your group each time before going out
- each work group must have a copy of the permit and safety requirements with them on the roadside
- participants hold the County harmless for death, injury or property damage

SAFETY GEAR AND CLOTHING:

- participants should understand the importance of and ensure that sufficient drinking water is available
- wear orange vests whenever you are out on the roadside-put them on ahead of time
- wear long pants and sturdy shoes or boots
- light-colored clothing, long-sleeve shirts and sun-screen is suggested

ACCESS AND PARKING:

- vehicles used to transport workers, equipment or materials to work areas may be parked on the right-of-way if they are parked completely off the pavements, at least six feet from the traffic lane. Consolidate people to minimize vehicles
- never park on a bridge or any other structure
- do not park in grassy areas where your vehicle's exhaust system could start a fire or in a muddy area where vehicles could become stuck
- do not use your emergency flashers when parked

- if you are working some distance from your car, display your permit or a note indicating “Adopt-A-Road Crew at Work” in your vehicle’s windshield for Highway Patrol identification
- improperly parked vehicles may be ticketed or towed by the Highway Patrol
- when you leave a work site in your vehicle, use your signals, consider the speed of traffic, wait for an adequate gap in traffic and pull onto the pavement carefully-once on the pavement, accelerate swiftly and smoothly

WHEN ON FOOT:

- exit and enter your vehicle on the side away from traffic whenever possible
- walk and work facing oncoming traffic whenever possible – be alert and keep an eye on traffic
- do not walk on the roadway, shoulders or bridges
- never work in the median
- use caution when crossing roads

WORK HABITS:

- do not work on holiday weekends or 24 hours before holiday weekends
- do not work when it is raining or foggy or when the road is wet or icy
- discontinue your work before dusk
- do not touch potentially hazardous materials such as powders, chemical, weapons, sharp objects or dead animals
- avoid over-exertion and drink plenty of water
- do not consume alcoholic beverages or drugs before entering, or while on the right-of-way

Appendix B

COUNTY OF RIVERSIDE
PERMIT CONDITIONS

ADOPT-A-ROAD PROGRAM
(Riverside County Roads Only)

Permittee is authorized to enter County right-of-way at least four (4) times per year for the purpose of litter removal.

Permittee shall notify the County, five (5) working days prior to start of any work. Litter bags and vests may be obtained by contacting County's representative.

Work may only be conducted between a half hour after sunrise and a half hour before sunset daily.

Work shall not be conducted on holiday weekends, or within twenty-four (24) hours preceding a holiday weekend unless specifically authorized.

Courtesy signs indicating organization's name will be furnished, installed and maintained by County for the term of this permit, in advance of the work area.

Litter pick up shall not be performed within six (6) feet of the traveled way, within center dividing medians, upon bridges, culverts, or structures of any kind.

Traffic control is prohibited by this permit except for shoulder closure which may be authorized by the County Representative.

Permittee's work shall be subordinate to operations which the County may conduct and shall not interfere with County work.

If weather or other adverse circumstances cause a public hazard, work shall be immediately discontinued.

Personnel performing work under this permit shall wear orange vests, while on County road right-of-way.

Work shall not be initiated prior to briefing on safety procedures by a County Representative.

Permittee shall designate a spokesperson who will represent the group. In addition, one (1) adult supervisor shall be assigned for each five (5) minors. No minor less than fourteen (14) years of age shall be allowed to participate.

Participant's personal vehicles shall be legally located off the traveled way so as not to interfere with the free flow of traffic or pedestrians and obey all parking regulations.

Permit is valid for two (2) calendar years from the date of issue and may be renewed upon receipt of an appropriate application.

It is understood and agreed by the permittee that the doing of any work under a permit shall constitute an acceptance of the provisions of the permit and all attachments.

The Encroachment Permit or a copy thereof shall be kept at the site of the work and must be shown to any representative of the County or any law enforcement officer on demand. **WORK SHALL BE SUSPENDED IF PERMIT IS NOT AT JOB SITE AS PROVIDED.**

Each individual shall attend a safety orientation conducted by the permittee prior to entering the right-of-way. The orientation shall include a discussion and explanation of the safety requirements.

Individuals must participate in a permittee sponsored safety orientation at least once during each calendar year when work is authorized.

The County of Riverside and its officers and employees shall not be liable for any death, injury or property damage claim which arises from any cause that might have been prevented by the permittee or those persons employees by or acting on behalf of the permittee. If any claim arises out of the foregoing, the permittee shall defend, indemnify and hold harmless the County of Riverside and its officers and employees from same.

Permittee shall enter into a Hold Harmless Agreement.

The permit may be canceled by the County for non-conformance with any permit conditions or failure to adhere to direction given by the County Representative.

County of Riverside

Transportation Department
State of California



Juan C. Perez, P.E., T.E.
Transportation and Land
Management Agency Director



Patricia Romo, P.E.
Director of Transportation

Tracking #: _____

Date: _____

Application for Encroachment Permit

The undersigned hereby applies for a permit to excavate, construct and otherwise encroach on Riverside County road right of way as follows:

(Description of work and installation to be maintained – attach and refer to maps or other documents):

Name(s) of road(s) and specific location: _____

(Applicant will state here, accurately, the location of work to be performed, giving County road, route, section, and engineer's stations, if possible.)

In consideration of the granting of this application, the applicant hereby agrees to:

1. Indemnify, defend and save the County, its authorized agents, officers, representatives and employees, harmless from and against any and all penalties, liabilities or loss resulting from claims or court action and arising out of any accident, loss or damage to persons or property happening or occurring as a proximate result of any work undertaken under the permit granted pursuant to this application.
2. Remove or relocate an encroachment installed or maintained under this permit, upon written notice from the Director of Transportation.
3. Notify the Director of Transportation in writing at least 48 hours in advance of the time when work will be started, and upon completion of the work, immediately notify the Director of Transportation in writing of such completion.
4. Comply with Ordinance No. 499, any amendments thereto, the terms and conditions of the permit, and all applicable rules and regulations of the County of Riverside and other public agencies having jurisdiction.
5. The permittee shall accept full responsibility for complying with Federal, State and County environmental laws receiving any necessary environmental clearances and/or permits, prior to commencing any work as authorized by this permit.

Name of Applicant: _____

Authorized Signature: _____

Mailing Address: _____

Contact: _____

Phone #: _____

FOR USE BY TRANSPORTATION DEPARTMENT:

Processing Fee _____

Inspection Fee _____

Total _____

Receipt Number _____

Security Deposit _____

Receipt Number _____

Appendix C

ADOPT-A-ROAD HOLD HARMLESS AGREEMENT

This agreement is entered into as of this _____ day of _____, 20____, by and between the County of Riverside, California (hereinafter "County")

and _____ (hereinafter "Permittee").

RECITALS

WHEREAS, in order to promote civic responsibility and community pride, the County of Riverside has established an "Adopt-A-Road" program to promote the cleanup of litter and other waste along some County roads; and

WHEREAS, Permittee wishes to adopt a County road through the Adopt-A-Road Program, which procedures include the execution of a Hold Harmless Agreement;

NOW, THEREFORE, the parties agree as follows:

1. Permittee will comply with all conditions for the Riverside County Adopt-A-Road Program Permit as set forth in Exhibit A, and incorporated herein by reference.
2. Permittee agrees to indemnify and hold harmless the County of Riverside from any and all claims, demands, actions, liabilities or loss which may arise from or as the result of injury or damage to persons employed by volunteering or acting behalf of the Permittee. If any claim arises out of the foregoing, the Permittee shall defend, indemnify and save harmless the County, its officers, agents and employees from any and all demands, claims, liabilities or other expenses of any nature whatsoever arising directly or indirectly from the issuance of the Permit.

County of Riverside

Date: _____, 20____

By: _____

Permittee

Date: _____, 20____

By: _____