



1. Purpose

This program is intended to enhance the natural beauty of Garrett County by reducing litter along County roadways. By adopting a road, an individual or volunteer organization can help build a positive image for Garrett County.

2. Adoption and Participation Requirements

- a. The Adopt-A-Road Program is open to any group, organization, family or individual within Garrett County. Businesses may also sponsor a group.
- b. Each individual/organization is asked to adopt a one to three mile section of roadway for a minimum of two years. The section will remain with the individual/organization as long as they actively participate in the program.
- c. An individual/organization may request a specific section of roadway for adoption. However, for safety reasons, some roads with narrow or no shoulders or with limited sight distances may be ineligible for adoption. Garrett County reserves the right to deem any section of County roadway unsafe for adoption.
- d. Litter clean-ups must be performed on each side of the roadway a minimum of four times a year. Additional clean-ups may be performed if the individual/organization deems necessary. The suggested timeframe for the four clean-ups is April, June, August and October. Clean-ups shall only be performed during daylight hours and only in good weather conditions.
- e. Participants must be a minimum of 12 years old. Groups with members under the age of 16 years must be supervised by an adult (18 years or older) at all times during the clean-up. At least one adult is required for every five participants under the age of 16 years. Children under the age of 12 years old are not permitted at the clean-up site.
- f. Large groups shall be divided into teams of ten or fewer members. An adult team leader must be designated for each team.
- g. The individual/organization must sign an Adopt-A-Road agreement with Garrett County verifying that the clean-up and safety procedures are understood and will be followed.
- h. Each organization shall select a Group Leader to serve as a liaison with the Garrett County Adopt-A-Road Program Coordinator. The Group Leader will be responsible for signing the Adopt-A-Road Agreement, scheduling clean-up dates, distributing and collecting safety gear, and ensuring compliance with clean-up and safety procedures.

3. Program Responsibilities

- a. **Program Coordinator / Garrett County Roads Department**
 - i. Adopt-A-Road signs indicating the individual/organization's name will be installed at each end of the adopted section by the County Roads Department. No business logos will be displayed on the signs. If a business sponsors a group, the sign will reflect the "Employees" of the business or the group name. Signs will be removed in the fall and re-set in the spring in order to minimize damage during winter plowing operations.

- ii. The Garrett County Roads Department will supply each individual/organization with:
 - Safety and collection information
 - Portable-lightweight safety warning signs
 - Orange safety vests
 - Litter bags
- iii. The Program Coordinator will supply the individual/organization with all necessary forms related to the Adopt-A-Road Program.
- iv. The Garrett County Roads Department will collect the litter bags following each clean-up.

b. **Individual/Organization**

4. Clean-up Procedures

a. **Prior to the Clean-up**

- i. Notify the Adopt-A-Road Program Coordinator (301-334-3988) of the clean-up date.
- ii. Notify the group members of the clean-up date, time and meeting place.
- iii. Obtain clean-up and safety supplies from the Program Coordinator.
- iv. Walk or drive the clean-up route and note any construction/maintenance areas or hazards.
- v. Prepare a first aid kit and drinking water supply for the activity.

b. **At the Meeting Place**

- i. Take a head count. Divide into teams, if necessary, and assign a team leader. It is a good idea to appoint one person as a lookout. This person should carry the extra litter bags, first aid kit and drinking water and monitor changing traffic conditions.
- ii. Check for appropriate clothing and hand out safety vests.
- iii. Insure that all participants are not under the influence of alcohol and/or drugs.
- iv. Review clean-up and safety procedures with all members. Inform the members of any noted construction/maintenance areas or other hazards in the clean-up area. This must be done prior to every clean-up.
- v. Carpool to the clean-up site.

c. **At the Clean-up Site**

- i. Make sure all vehicles are parked as far as possible off the roadway. No unattended individuals may be left in parked cars.
- ii. Post the warning signs prior to commencing the clean-up.
- iii. Remove the warning signs when the clean-up is complete

d. **After the Clean-up**

- i. Collect safety vests and warning signs.
- ii. Notify the Program Coordinator, Ron O'Brien, at 301-334-7488, that the clean-up is complete. Report the number of litter bags collected, their location, and the location of any hazardous materials and/or animal carcasses. Submit a completed Collection Report to the Program Coordinator.

5. Safety and Clean-up Guidelines

- a. All participants must be aware that working along a public road may be hazardous and that strict adherence to all safety guidelines is required.
- b. Clean-up and safety guidelines must be reviewed with all participants prior to each clean-up activity. The Group Leader should also review the following:
 - i. Location of the nearest first aid kit and hospital
 - ii. Any hazards observed or that may be encountered along the clean-up route
 - iii. Avoidance of all poisonous plants
 - iv. Avoidance of all wildlife
 - v. Avoidance of all insect nests
 - vi. Avoidance of all hazardous materials
- c. Clean-ups shall only be performed during daylight hours and only in good weather conditions. Clean-up activities should be avoided during peak traffic hours and must be abandoned if weather conditions become inclement.
- d. Appropriate clean-up attire shall consist of light-colored clothing, long pants, long-sleeve shirts, sturdy-soled footwear (no sandals), heavy gloves and suitable sun protection.
- e. All participants must arrive at the clean-up site wearing an orange safety vest and are required to wear the vest **at all times** during the clean-up.
- f. Upon arrival at the clean-up site, the warning signs must be posted at the Adopt-A-Road signs.
- g. Clean-up activity shall only be performed off the roadway. No activity shall be performed in the roadway. Any materials/obstructions noted in the roadway shall be reported to the Group Leader who in turn shall notify the Program Coordinator.
- h. A lookout should be appointed to monitor changing traffic conditions. This person should also carry extra litter bags and a first aid kit.
- i. Participants must work facing oncoming traffic at all times. Construction/maintenance areas and bridges should be avoided. Extreme caution should be observed when working near intersections.
- j. Devices such as radios, cassette/compact disc players, metal detectors, etc., are dangerous distractions and shall not be carried and/or used during clean-up activities.
- k. Horseplay is strictly prohibited. Participants should not distract motorists with abrupt or erratic movements.
- l. If emergency vehicles enter the clean-up area, cease clean-up activities, move as far off the shoulder area as possible to allow all vehicles to pass, and only resume clean-up activities after all emergency vehicles have exited the area.
- m. Animal carcasses, potentially dangerous/hazardous materials, or any heavy or questionable objects shall not be handled. The location of such objects must be reported to the Group Leader who in turn shall notify the Program Coordinator.
- n. Work as a group. All participants should stay within the vicinity of the lookout in order for safety warnings to be heard. Participants shall not stray from the group or clean-up area.
- o. Do not attempt to lift heavy objects. When collecting litter, bend at the hips and knees to a squatting position. Rely on your legs for support and avoid stress on your back. Move your feet to turn – do not twist.
- p. Avoid overexertion. Be conscious of other participants' well being. Take breaks as a group when needed clear of the roadway and shoulder area.
- q. Only drink water supplied by yourself or the group. Do not drink from streams or ponds.

- r. Do not overfill trash bags. Bags should be securely tied using the top portion of the bag. Place bags in the shoulder area where they will not be struck by traffic.
- s. The use and/or influence of alcohol and/or drugs is strictly prohibited for all participants prior to or during a clean-up activity.

Roadway Information

Name of Roadway for Adoption

Beginning at

Ending at

Application Information

Applicants Name
(Individual or Organization)

Group Affiliation

- Civic
- Social
- Business
- School
- Religious
- Other

Number of Group Members

Age Span of Members

Name to Appear on
Adopt A Road Sign

Contact Person /Name

Address

Phone Number

Applicants Signature

Application Submission

Submit completed application to Garrett County Roads Department. Attention: Adopt A Road Program. 2008 Maryland Highway, Suite 3, Oakland, Maryland 21550. Telephone: 301-334-7488. FAX: 301-334-7489

▼ FOR INTERNAL USE ONLY ▼

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| Date of Application Received | |
| Approval Date | |
| Signature of Authorized Reoresentative | |



Agreement

This Agreement made this ____ day of _____, 20__, by and between the Garrett County Roads Department (hereinafter the "Department"), and _____ (hereinafter the "Organization" or the "Individual") PLEASE CIRCLE ONE

WITNESSETH THAT:

WHEREAS, in order to rid County roadways of unsightly litter, the Board of Garrett County Commissioners, in conjunction with the Department, has established an anti-litter program known as Adopt-A-Road in which volunteer individuals or organizations adopt a section of County roadway and collect litter from the area, and

WHEREAS, the Organization/Individual desires to participate in the Adopt-A-Road Program for a minimum of a two (2) year period.

NOW THEREFORE, in consideration of the mutual benefits received by the Department and the Organization/Individual from participation in the Adopt-A-Road Program, the parties hereto agree as follows:

1. The Department grants permission to the Organization/Individual to adopt _____ Road between _____ and _____ for a period commencing _____ and ending _____.
2. The Organization/Individual hereby accepts the responsibility of collecting litter on the above described roadway section in accordance with the guidelines established in Garrett County's Adopt-A-Road Program, hereto attached as Exhibit 1.
3. By signature below, the Organization/Individual acknowledges that each of its members participating in the Adopt-A-Road Program will be advised of the potentially hazardous nature of the volunteer activity and will abide by the Safety and Clean-up Guidelines contained in Exhibit 1.
4. If this Agreement deals with an organization, the Organization agrees that, in the event the identity of the designated group leader changes during the term of this agreement, it will provide the Department in writing the name, address and telephone number(s) of the newly designated group leader.
5. 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:

Garrett County Roads Department

Volunteer Organization

Garrett County Roads Department

Attn: Adopt-A-Road Program

(Name)

2008 Maryland Hwy. Suite 3

Oakland, Maryland 21550

(Address)

6. To the fullest extent permitted by law, the undersigned Organization/Individual agrees to indemnify and hold the Board of Garrett County Commissioners and the Garrett County Roads Department, its elected and appointed officials, employees and volunteers and others working on behalf of Garrett County, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefrom) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization/Individual or anyone acting on its behalf in connection with or incident to the Organization's or Individual's participation in Garrett County's Adopt-A-Road Program, except that the Organization or Individual shall not be responsible to the Board of Garrett County Commissioners and/or the Garrett County Roads Department on indemnity for damages caused by or resulting from Garrett County's sole negligence; and the Organization or Individual shall, at its own cost and expense defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the Organization or Individual shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

IN ACKNOWLEDGEMENT WHEREOF, the parties to this Agreement have herein affixed the signatures of their duly authorized representatives.

Garrett County Roads Department

Adopt-A-Road Program Coordinator

Volunteer Organization or Individual

Group Leader

(Printed Name)

Clean Up Checklist

Prior to the Cleanup

- Notify the Adopt-A-Road Program Coordinator of the clean-up date
- Notify the group members of the clean-up date, time and meeting place.
- Obtain clean-up and safety supplies from the Program Coordinator.
- Walk or drive the clean-up route and note any construction/maintenance areas or hazards.
- Prepare a first aid kit and drinking water supply for the activity.

At the Meeting Place

- Take a head count.
- Divide into teams and assign a team leader.
- Appoint a lookout for each team.
- Check for appropriate clothing and hand out safety vests.
- Insure that all participants are not under the influence of alcohol and/or drugs.
- Review clean-up and safety procedures and any noted construction/maintenance areas or other hazards in the clean-up area. **This must be done prior to every clean-up.**
- Carpool to the clean-up site.

At the Cleanup Sight

- Make sure all vehicles are parked as far as possible off the roadway.
- Post the warning signs prior to commencing the clean-up.

After the Cleanup

- Collect all safety vests.
- Remove all warning signs.
- Notify the Program Coordinator that the clean-up is complete. Report the number of bags collected, their location, and the location of any hazardous materials and/or animal carcasses.
- Submit a completed Collection Report to the Program Coordinator.

Notes
