

LINN COUNTY ROAD DEPARTMENT POLICY

SUBJECT: ADOPT-A-ROAD PROGRAM - POLICY, PROCEDURES, AND REGULATIONS

POLICY NO. 410

REVISED: 06-29-2011

410.010 Background

Linn County recognizes that numerous individuals and organizations in the County would like to “adopt” a road to maintain the appearance of a particular road. It is the desire of the County to accommodate and cooperate with these individuals and organizations, and to recognize the groups for their efforts by erecting a sign at each end of the work area.

410.020 Purpose

- (A) The purpose of this policy is to provide guidance and describe criteria used to allow citizens an opportunity to “Adopt” a section of Linn County road.
- (B) To provide citizens and organizations of Linn County an opportunity to improve and maintain the appearance of their county through a litter patrol program.
- (C) To promote a sense of community involvement between the public and the Linn County Road Department.

410.030 Definitions

- (A) “**County**” Linn County, Oregon.
- (B) “**Department**” The Linn County Road Department.
- (C) “**Roadmaster**” the Linn County Roadmaster or his designated representative.
- (D) “**Applicant**” The person or organization applying for an Adopt a Road Segment.
- (E) “**Permittee**” A person or organization who has obtained an approved Adopt a Road Segment
- (F) “**Segment**” A portion of Linn County Road right-of-way designated as “Adopted” by a person or organization.

LCRD Policy No. 410 - Adopt a Road Program

410.040 Scope

- (A) Available to individuals and groups within Linn County upon application to and approval by the Roadmaster.
- (B) Work activities involve litter patrol and/or other activities as described in the permit/application.

410.050 Program Requirements

(A) General

- (1) An application for a permit shall be obtained and returned to Department. No work should be started until after a copy of the signed permit has been given to the permittee.
- (2) All applicants must be at least 21 years of age and sign a Liability Release. If an applicant refuses to sign, the permit will be denied without further consideration. The applicant will be informed of the denial by a Department representative.
- (3) Individuals or organizations shall apply in writing to the Roadmaster. Application shall be reviewed for completeness and forwarded to the Roadmaster for approval. A list of conditions and requirements shall be included on the approved permit.
 - (a) Permit shall include the following:
 - (1) List obligations and responsibilities of individual or organization, see page 3, (B)(1).
 - (2) Lists obligations and requirements of the Linn County Road Department, see page 5, (B)(2).
 - (3) Be issued for a term of three (3) years.
 - (4) Indicate location and length of road adopted (Segment).
 - (a) Two (2) mile segment preferred. Shorter segment may be allowed in the case of a shorter road length and in the event of special circumstances.
 - (5) Special situations.
 - (a) If more than one applicant requests the same segment, the Roadmaster may make the selection based on earliest application date or by drawing.
 - (b) Assignment of, or the decision to not assign, a segment shall be at the sole discretion of the Roadmaster.
 - (c) Subcontracting or assigning segment by individual or organization is prohibited.

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(4) Permit Cancellation.

- (a) Permit may be canceled by permittee with thirty (30) days written notice to the Roadmaster.
- (b) By the Roadmaster through written notice to permittee for, but not limited to:
 - (1) Failure to follow safety rules/guidelines.
 - (2) Non performance by permittee.
 - (3) Failure to comply with permit conditions.

(5) Renewal

Applicant may renew permit subject to approval by the Roadmaster.

- (6) Program may be cancelled, modified, or altered any time at the sole discretion of the Roadmaster.
- (7) The Department shall not issue a permit under this program to any applicant whose objectives and values are determined to be inconsistent with the public interest and the Department's charge and responsibilities under Oregon law. To make this determination the Roadmaster will rely on:
 - (a) Linn County's Elected Board of County Commissioners.
 - (b) All of the information provided in the application and any other information considered to be common knowledge of the general public in the County or geographic area of the road section to be adopted.
 - (c) Information which may be requested of the applicant by the Roadmaster. This information may include bylaws, articles of incorporation, or literature of the applicant. Failure to provide such information upon request may be grounds for denial of a permit.

(B) Responsibilities.

- (1) Individual/organizations adopting a segment shall comply with the following:
 - (a) Each participant must execute a liability release form. Liability release form for each participant must be in possession of Department prior to the performance of any work designated by the permit.
 - (b) Each participant is required to comply with all laws, rules, and regulations relating to safety and use of roadway and any other terms and conditions deemed appropriate by the Roadmaster for special conditions on a particular adopted segment. Individual participants may be excluded from participation or the permit cancelled at the discretion of the Roadmaster for violation of this section.

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- (c) Adult supervision is required where minors are included in litter pick up activities.
 - (1) Ratio of adults to minors:
 - 1:4 for minors 16+ years.
 - 1:3 for minors 14 and 15 years.
 - 1:2 for minors 11 through 13 years.
 - (2) Under 11 years not permitted.
- (d) Each permittee is required to conduct a safety meeting immediately preceding the start of the workday to inform each participant of personal, group, and motorist safety. If a participant does not attend this meeting he/she will not be permitted to participate in the activity that day.
- (e) Each permittee is required to pick up litter a minimum of three (3) times per year.
- (f) Specific dates for litter pick up may be required in the permit.
- (g) The frequency or dates of litter pick up may be modified by the Roadmaster as conditions warrant.
- (h) Supplies, materials, and signs provided by Department will be obtained from and returned to Department during regular business hours.
- (i) Each applicant shall be responsible for appointing a contact person.
- (j) Contact person's responsibilities:
 - (1) Assures compliance by all participants of all program requirements.
 - (2) Assures proper parking of vehicle(s) along the road.
 - (3) Provides first aid kit.
 - (4) Provides adequate drinking water.
 - (5) Arranges transportation to and from the work site.
 - (6) Returns or arranges to have returned all borrowed supplies, materials, and signs to the Department.

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- (k) Required/recommended clothing.
 - (1) Hard hats or bright soft caps shall be worn at all times participants are outside the transport vehicle.
 - (2) Safety vests shall be worn at all times.
 - (3) Wearing leather or rubber gloves is recommended when picking up litter or carrying litter-filled bags.
 - (4) Long sleeved shirts recommended.
 - (5) Leather soled shoes recommended.
 - (l) Work only one (1) side of the road at a time, always facing oncoming traffic.
 - (m) Full litter bags to be placed alongside of road, off the shoulder, not in bike lane if present.
 - (n) Litter patrol signs placed at each end of cleanup area with a maximum of one (1) mile between signs.
 - (o) Litter patrol signs placed at all major intersections within work area.
 - (p) No participant to work outside of the signed work area.
 - (q) Transportation vehicles to be parked off roadway at all times.
 - (r) Personal electronic devices using headphones are not permitted in work area.
 - (s) Any other device, which restricts a participant's ability to hear traffic noises or diverts their attention from the task being performed, is not permitted in work area.
- (2) Linn County Road Department shall:
- (a) Coordinate with applicant to determine specific section of road to be adopted.
 - (b) Furnish work signs with stands, litter pick up tools, hard hats, wire pin flags, litter bags, reflective vests, and safety awareness information for applicant safety meetings.
 - (c) Furnish two (2) Adopt-A-Road signs with the individual's or group's name or acronym displayed and erect one at each end of the work area.
 - (d) The signs will be removed if the permit is cancelled or terminated.
 - (e) Department will remove filled litter bags and any hazardous materials encountered.

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410.060 Standards

(A) The following documents are included and made a part of this policy.

- (1) Application for Adopt-A-Road Segment.
- (2) Sample Permit.
- (3) Liability Release for Organizations.
- (4) Individual Liability Release.
- (5) Safety Awareness Information Sheet.
- (6) Road Segment Clean-up Report
- (7) Signing Diagram.

Linn County Road Department

ADOPT-A-ROAD PROGRAM APPLICATION

Section 1 - Groups or Organizations Only		
Organization Name		
Contact Person Name	Phone	Email
Address		
Brief Description of Organization's Goals/Purpose		
Section 2 - Individuals Only		
Individual Name	Phone	Email
Address		
Section 3 - Location and Length of Road Segment		
Name Of County Road	From Mile Point	To Mile Point
Describe Location		
Proposed Pick-up Dates		
First	Second	Third
Special Requests		
By signing below, I/we agree to comply with the provisions governing the Linn County Road Department Adopt-A-Road Program as described in RDP 410.		
Applicant Signature	Date Signed	
Section 4 - Office Use Only		
Date Received	Received By	Permit No.

Linn County Road Department

**ADOPT-A-ROAD PERMIT
2011-015**

This is your permit. It must be signed and in your possession whenever performing litter pick-up activities. Replacements or additional copies can be obtained by calling (541) 967-3919

Section 1 - Permittee

Permittee Name

Contact Person Name (if different than Permittee)

Phone

Email

Address

Section 2 - Road Segment

County Road Name/Number

From Mile Point

To Mile Point

Describe Location (intersections, house numbers, etc.)

Approved Pick-up Dates (call to make changes as needed)

First

Second

Third

Special Conditions of Approval

By signing below, I/we agree to comply with the provisions governing the Linn County Road Department Adopt-A-Road Program as described in RDP 410 and any special conditions of approval included above. I understand that it is my responsibility to ensure that current liability release forms are on file for all individuals participating in litter pick-up activities approved by this permit.

Permittee Signature

X

Date Signed

Section 3 - Office Use Only

Approved By

Date

Linn County Road Department

Liability Release for Community Service Activities

(For Organizations)

Name and Address of Organization (Permittee):

The above named permittee accepts all liability and responsibility for all damage or injury to any persons or property resulting from litter pickup activities on Linn County roads authorized by the Adopt-A-Road permit assigned to said Permittee.

Permittee agrees to indemnify, hold harmless, and release the County of Linn, its employees, agents, and representatives, against any and all damages, claims, demands, actions, causes of action, costs and expenses of whatsoever nature for or because of any matter or thing done, omitted or suffered to be done by conducting litter pickup activities on Linn County roads.

Organization Authorized Representative:

Signature

Printed Name

Date Signed

Linn County Road Department
Liability Release for Community Service Activities
(For Individuals)

I, _____ shall indemnify, hold harmless and release the County of Linn, its employees, agents, and representatives, from any claim for damages or personal injury to myself or damage to any property owned by me as a result of my performing community services activities on Linn County roads authorized by the Adopt-A-Road Program.

Dated this _____ Day of _____, 20__.

Signature

Address

City, State, Zip

If a minor, signature of parent or guardian is required:

By signing this Liability Release I agree to allow my minor child participate in the Adopt-A-Road litter pickup program. I also agree to the liability release terms indicated above.

Parent or Guardian Signature

Printed Name

Address

City, State, Zip

Linn County Road Department

ADOPT-A-ROAD SAFETY AWARENESS INFORMATION

Safety of the Adopt-A-Road participants and the motoring public is a critical concern of the Linn County Road Department. Any unsafe action by any participant while operating under this program will be grounds for revoking the permit. The following are provided as a partial list of safety items for you to be aware of while working within the County right-of-way. It is not a complete list and shall be used as a starting point to increase your awareness of safety concerns.

1. Safety equipment provided by the Linn County Road Department shall be used at all times while working within the County right-of-way, i.e. hard hats, reflective vests, and traffic warning signs.
2. Wearing leather or rubber gloves is recommended while performing litter patrol.
3. Litter patrol signs shall be set up at each end of the cleanup area. Signs shall be no more than one (1) mile apart. Litter patrol signs shall also be placed at each intersection within the work zone. A diagram showing the proper placement of signs is attached to the permit.
4. Any containers with unknown substances shall be left untouched where they are found and a wire pin flag (provided by the Department) stuck into the ground next to the container. The Department should be informed of the containers location, and Department personnel will remove the substance.
5. Any syringes found in the right-of-way shall be left untouched and marked in a similar manner. Department personnel will remove these items.
6. Large items such as tires, lumber or other items that will not fit into the plastic litter bags should be placed along side of the road. Please do not put it on the paved surface. Department personnel will pick it up when they pick up the litter bags.
7. Litter patrol shall be limited to full daylight hours only.
8. Litter patrol shall not be attempted during adverse weather conditions when full visibility is restricted, (i.e. fog, snow, heavy rain).

IT IS OUR WISH THAT YOU WILL HAVE AN ENJOYABLE AND REWARDING EXPERIENCE WHILE PARTICIPATING IN THIS PROGRAM. WHILE A CLEAN ROADWAY IS A GOAL LINN COUNTY ACTIVELY PURSUES, OUR PRIMARY CONCERN IS FOR YOUR SAFETY. THANKS FOR BEING A CONCERNED CITIZEN!

Linn County Road Department
ADOPT-A-ROAD LITTER PICK-UP REPORT
(Submit after every litter pick-up)

Group or Individual Information		
Group or Individual Name		Permit Number
Contact Person's Name	Telephone Number	
Road Segment Information		
Road Name		
Date of Litter Pick-up	Number of People	Number of Bags
Special Notes (please note if hazardous materials were encountered)		
Thank You		

ADOPT-A-ROAD WORK ZONE DIAGRAM



ADVANCE
WARNING
ZONE

500 ft.



WORK ZONE



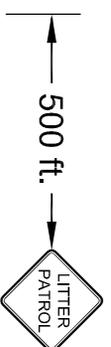
ONE MILE MAXIMUM BETWEEN WARNING SIGNS

500 ft.

ADVANCE
WARNING
ZONE



SIGNS:
Place signs 500 feet in advance of the work zone. Signs may not be placed more than one mile apart or to the nearest intersecting roadway. Use intersections as break points before starting a new work zone or install a second set of signs after the intersection.



500 ft.



ADVANCE
WARNING
ZONE

500 ft.



WORK ZONE



ADVANCE
WARNING
ZONE

500 ft.

