

**DEPARTMENT OF PUBLIC WORKS**

**ADOPT-A-ROAD PROGRAM**

(Approved by City Council 11/9/2016)

Dear Prospective Volunteer:

Thank you for your interest in the City of Colfax 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 5, 6, & 7 of the Guide. Our Coordinator will meet with you to fill out page 8, and after each clean-up, you will need to fill out and return page 10, (and page 6 if updated). Please read each section of this Guide and call the Program Coordinator at (530) 346-2313, if you have any further questions.

Sincerely,

Wes Heathcock

Community Services Director

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GUIDE CONTENTS:

**Fact Sheet** (Page 4)

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

**Adopt-a-Road Application** (Page 5)

The form needs to be completed by the organization or individual wanting to adopt a street.

The group leader should mail the application to the Adopt-a-Road Program Coordinator.

**Acceptance and Conditions** (Page 6)

The form defines the responsibilities of the adopting organization as well as the City of Colfax Public Works Department. The form needs to be filled out and signed by the group leader. This form shall be mailed along with the application and the Insurance Certificate of Coverage (see application). The Program Coordinator must receive the signed form before the first cleanup can be scheduled.

**Hold Harmless** (Pages 7)

This form needs to be signed by each volunteer participating in the cleanup. No participants under the age of 18 are allowed to participate in the clean-up. 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 who did not sign the original, have them sign and send an updated copy to the Program Coordinator.

**GUIDE CONTENTS CONTINUED:**

**Recognition Sign Request** (Page 8)

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

**Equipment Kit Contents** (Page 9)

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. 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.

**Completion Form** (Page 10)

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 11)

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** (Pages 12-13)

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 14)

The 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.

**Adopt-A-Road**

**Fact Sheet**

The Adopt-a-Road Program involves volunteer organizations picking up litter on the roadside of local City of Colfax streets. Volunteer organizations will need to clean each street section 2-4 times per year with a minimum of a 2-year commitment. 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 (2) business days prior to their scheduled cleanup and within one (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 e-mail.

To show its appreciation, the City of Colfax 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 organization’s name and/or logo (to be provided by organization), but no addresses or phone numbers are allowed.

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

The Adopt-A-Road Program has proven to be 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:

City of Colfax

Department of Public Works

P.O. Box 702

Colfax, CA 95713

**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 your selection in order of preference.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The adopter agrees to follow safety tips and to indemnify and hold harmless the City of Colfax, its City Council, 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 non­performance of this Agreement.

The adopter agrees to procure and maintain a one million dollar general liability insurance policy naming the City of Colfax as an additional insured. (Initial \_\_\_\_\_\_\_\_\_)

Signed:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Authorized Signature of Adopted Organization Date

**Adopt-A-Road Application**

**Acceptance and Conditions**

The adopting Organization agrees to participate in the program by picking up litter along the specified roadway within the time limits agreed upon below and signing the release of liability forms included.

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

The City of Colfax will provide two (2) Adopt-a-Road signs, one at each end of the adopted section. Affixed to each sign will be a plate displaying the organization’s 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 aluminum plate (provided by the City) to a private sign shop where upon their logo and/or name can be placed. The City of Colfax retains the right to reject, without cause or explanation, any symbol or seal the City of Colfax determines unacceptable. All logos must be approved by the City. When the plate is completed and returned to the City, 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 City of Colfax 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 of two-years (2)

beginning on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and ending on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

with clean-up to be a minimum of 2-times per year.

|  |  |  |
| --- | --- | --- |
| Jan | Feb | Mar |
| Apr | May | Jun |
| Jul | Aug | Sep |
| Oct | Nov | Dec |
|  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community Services Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name of Authorized Signature for Group

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Clean-up Months

(Coordinator to check all that apply)

Authorized Signature for Group Date

**City of Colfax**

**Adopt-A-Road Program**

**Participant’s Registration, Waiver, Release, Assumption of Risk and Indemnity Agreement**

NOTE: Participant must complete this form in its entirety prior to participating or performing volunteer work or services

Participant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Last Name) (First Name)

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_

In consideration of the permission given by the City of Colfax (“City”) to accept the above-named Participant, and to the greatest extent permitted by law, the undersigned hereby waives, releases and shall hold harmless, defend and indemnify the City and its subordinate and affiliated agencies, officers, officials, employees, sponsors and volunteers (collectively “Indemnitees”) from and against any and all liability, loss, damage, expense and costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with the participation by the above-named Participant in any activity for which such Participant is being registered, except to the extent such injury, loss or damage is caused by the active negligence or willful misconduct of the Indemnitees. Furthermore, I hereby agree that I, my successors and assigns knowingly and voluntarily assume the risk of engaging in this activity and will not make any claim against, sue, attach the property of, or prosecute any of the Indemnitees for any injury, liability, loss, damage, expense or costs arising out of or resulting from the participation by the above-listed Participant in any activity which such Participant is participating in. I hereby grant permission to the City to take my or the above Participant’s photograph while participating in City activities or programs and to use such photograph(s) for publicity.

NOTE: BY SIGNING THIS FORM, YOU ARE AGREEING TO RELIEVE THE CITY OF LIABILITY FOR PERSONAL INJURY, WRONGFUL DEATH, PROPERTY DAMAGE AND OTHER INJURY OR DAMAGE EXCEPT TO THE EXTENT CAUSED BY THE ACTIVE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY.

Participant' Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**Adopt-A-Road Program**

**Recognition Sign Request**

The City of Colfax will provide two (2) Adopt-a-Road signs, one at each end of the adopted street section. Affixed to each sign will be a plate displaying the organization’s 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 aluminum plate (provided by the City) to a private sign shop whereupon their logo and/or name can be placed. The City of Colfax retains the right to reject, without cause or explanation, any symbol or seal the City of Colfax determines unacceptable. **All logos must be approved by the City.** When the plate is completed and returned to the City, 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 address or telephone number will be included on the signs. The City will maintain the signs.

City provided plates will include a white reflective background with black non-reflective letters.

In order to comply with state sign regulations and avoid safety hazards, volunteer provided plates cannot be more than 30% red, yellow, orange, or any combination thereof.

Check One (1):

 City will be supplying sign plate with the organization’s name as written below:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Organization’s Name as it will Appear on Recognition Sign (Please Print Clearly)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Organization Leader

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

**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 supply the Equipment Kit. Safety information is provided in the Safety Guidelines sections on pages 12-13.

The following items are included in the Equipment Kit:

2 Portable "Road Work Ahead" signs

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.

**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.**

Clean-up completion date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

Number of hours the clean-up lasted: \_\_\_\_\_\_\_\_

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

We anticipate our next clean-up will be on (date) \_\_\_\_\_\_\_\_\_\_\_

Were there any unusual incidents or injuries during the clean-up? \_\_\_\_\_\_\_\_\_

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

**Note:**

Please return this form when completed to the Community Services Director at

admin@colfax-ca.gov.

**Adopt-A-Road Program**

**Safety Guidelines**

**You will be participating in a volunteer community cleanup near a City road, your safety and the safety of others is extremely important to us. Please read and follow these safety guidelines:**

* Review these safety tips each time before beginning work.
* Always park legally in a safe place when at the work area.
* Review the area for hazards before beginning.
* Do not touch possible hazardous materials. Contact the City Program Coordinator for further instructions.
* Wear City 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 (5 or more people).
* 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. Volunteers under the age of 18 may not participate in the Program.**

**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 City of Colfax as soon as possible at (530) 346-2313. If the call is after normal business hours, or on weekends, the call will be forwarded to our Public Works on-call phone.

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 label
	+ Animal Carcasses (Report to 875-5656 Nuisance Abatement)

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 City of Colfax (530) 346-2313 on that day.

\*\*If you do not have access to a phone, then someone other than your group's safety leader must leave the site to make the call to the City of Colfax (530) 346-2313. 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!

**Adopt-A-Road Program**

**Garbage Bag Placement Plan**

Fence Line or Private Property

 ![C:\Users\CommunityServices\AppData\Local\Microsoft\Windows\INetCache\IE\WWFIBA4M\garbage-bag[1].jpg]()![C:\Users\CommunityServices\AppData\Local\Microsoft\Windows\INetCache\IE\WWFIBA4M\garbage-bag[1].jpg]()![C:\Users\CommunityServices\AppData\Local\Microsoft\Windows\INetCache\IE\WWFIBA4M\garbage-bag[1].jpg]()![C:\Users\CommunityServices\AppData\Local\Microsoft\Windows\INetCache\IE\WWFIBA4M\garbage-bag[1].jpg]()![C:\Users\CommunityServices\AppData\Local\Microsoft\Windows\INetCache\IE\WWFIBA4M\garbage-bag[1].jpg]()

Edge of Pavement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Center Line -------------------------------------------------------------------------------------------

 Edge of Pavement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_