



BENTON COUNTY PUBLIC WORKS
360 SW AVERY AVENUE
CORVALLIS OR 97333-1192
Phone 541.766.6821
Fax: 541.766.6891

**POLICY, PROCEDURES, AND REGULATIONS
FOR
ADOPT-A-ROAD PROGRAM**

ADMINISTRATIVE POLICY

Benton County recognizes that numerous individuals and organizations in the County would like to adopt-a-road and 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.

Application for a permit should be obtained and returned to Benton County Public Works Department. No work should be started until after a copy of the signed application has been given to the permittee.

No fees are required for processing the application or issuing the permit.

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 the Benton County Public Works Department representative.

Original: BCPW
c: Safety Officer
Applicant

BENTON COUNTY PUBLIC WORKS

ADOPT-A-ROAD PROGRAM PROCEDURE:

1. Blank permit application obtained from Benton County Public Works Department.
2. Applicant discusses location, details, etc. with Public Works Director or his designee.
 - a. Name of road, particular section, and any special conditions.
3. Applicant returns permit to Benton County Public Works Department for final review by:
 - a. Safety Officer
 - b. Public Works Director
4. Applicant is contacted. Any changes are gone over with applicant and a copy of permit is given to applicant.

REGULATIONS:

I. PURPOSE

- A. To provide citizens and organizations of Benton County an opportunity to improve and maintain the appearance of their county through a litter patrol program.
- B. To promote a sense of community involvement between the public and Benton County Public Works.

II. SCOPE

- A. Available to individuals and groups within Benton County upon application to and approval by the Director of Public Works.
- B. Work activities involve litter patrol and/or other activities as described in the permit/application.

III. PROGRAM REQUIREMENTS

A. General

- 1. Individual or organization shall apply in writing to the Director of Public Works.
- 2. Application accepted.
 - a. Permit issued.
 - (1) Lists obligations and responsibilities of individual or organization. (See Page 4, B.1)
 - (2) Lists obligations and requirements of the Benton County Public Works Department. (See Page 6, B.2)
 - (3) Term of permit (three years).
 - (4) Location and length of road adopted.
 - (a) Two mile segment preferred.
 - (b) Special situations.
 - (c) If more than one applicant requests the same section of road, the Director may make the selection based on earliest application date or by drawing.

- (d) Assignment of, or the decision to not assign, a special section of road shall be at the discretion of the Director.
 - (e) Subcontracting or assigning adopted road by individual or organization is prohibited.
 - b. Permit cancellation.
 - (1) By applicant or organization with 30 days written notice to Director of Works.
 - (2) By Director of Public Works through written notice to individual or organization for, but not limited to.
 - (a) Lack of safety considerations.
 - (b) Nonperformance of permittee.
 - (c) Failure to comply with permit.
 - c. Applicant may renew permit subject to approval by Director of Public Works.
- 3. Program may be canceled, modified, or altered any time at the sole discretion of the Director of Public Works.
- 4. 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 Director will rely on:
 - a. Benton County's published mission and values.
 - 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 Director. 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. Specific

1. Individual/organization.

- a. Each participant must execute a liability release form.
- b. Liability form for each participant must be in possession of Benton County Public Works Department prior to the performance of any work designated by the permit.
- c. Each participant will be 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 Director for special conditions on a particular adopted road section. Individual participants may be excluded from participation or the permit canceled at the discretion of the Director for violation of this section.
- d. Adult supervision is required where minors are involved.
 - (1) Ratio of adults to minors.
 - (a) 1:4 for minors 16+ years.
 - (b) 1:3 for minors 14 and 15 years.
 - (c) 1:2 for minors 11 through 13.
 - (d) Under 11 years not permitted.
- e. 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.
- f. Each permittee is required to pick up litter a minimum of three times a year.
- g. Specific dates for litter pick up may be required in the permit.
- h. The frequency or dates of litter pick up may be modified by the Director as conditions warrant.
- i. Supplies, materials, and signs provided by the Benton County Public Works Department will be obtained from and returned to the Department during regular business hours.
- j. Each applicant will be responsible for appointing a spokesperson.
- k. Spokesperson'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.
- l. 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.
- m. Work only one side of the road at a time, always facing oncoming traffic.
- n. Full litter bags to be placed along side of road, off the shoulder, not on bike path if present.
- o. Litter patrol signs placed at each end of cleanup area with a maximum of one mile between signs.
- p. Litter patrol signs placed at all major intersections within work area.
- q. No participant to work outside of the signed work area.
- r. Transportation vehicles to be parked off roadway at all times.
- s. Walkman or personal radios not permitted in work area.
- t. Any other device which restricts a participants ability to hear traffic noises or diverts their attention from the task being performed are not permitted in work area.

2. Benton County Public Works

- a. Coordinate with applicant to determine specific section of road to be adopted.
- b. Department will 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. Department will furnish two 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 canceled or terminated.
- e. Department will remove filled litter bags.

ADOPT-A-ROAD SAFETY AWARENESS INFORMATION

Safety of the Adopt-A-Road participants and the motoring public is a critical concern of the Benton County Public Works 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 should be used as a starting point to increase your awareness of safety concerns.

1. Safety equipment provided by Public Works 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 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 its 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 should be limited to full daylight hours only.
8. Litter patrol should not be attempted during weather conditions when full visibility has been restricted.

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 BENTON COUNTY ACTIVELY PURSUES, OUR PRIMARY CONCERN IS FOR YOUR SAFETY. THANKS FOR BEING A CONCERNED CITIZEN!

**APPLICATION
FOR
ADOPT-A-ROAD PROGRAM**

1. NAME OF ROAD _____
2. LOCATION AND LENGTH OF ROAD SEGMENT (minimum two mile segment)
FROM MILEPOST _____ TO MILEPOST _____
OTHER _____ TO _____
3. WORK ACTIVITIES _____
4. TERM OF PERMIT _____
5. INDIVIDUAL OR ORGANIZATION AND PHONE _____

6. SPOKESPERSON - NAME _____
ADDRESS _____

HOME PHONE _____ BUSINESS PHONE _____

Applicant's Signature

Date

SPECIAL REQUIREMENTS: _____

***** P E R M I T *****
ADOPT-A-ROAD PROGRAM

DATE: _____

NAME OF INDIVIDUAL/ORGANIZATION: _____

PERSON RESPONSIBLE: _____

The undersigned authorized representative of the Benton County Public Works Department does hereby grant a permit as provided for in the regulation of the Benton County Adopt-A-Road Program and in accordance with the information and conditions described within the permit. Said regulations and permit application are by reference herein made a part of the Adopt-A-Road Permit.

Benton County Public Works Director

Date Approved: _____

This permit and applicable attachments (application and liability release for the organization and each participant) must be in possession of the Permittee's Spokesperson and available for inspection at any time during the term of this permit. Permit (including application and liability releases) must be present on site while permittee is performing the authorized operations.

THIS PERMIT DOES NOT GRANT ANY AUTHORITY TO CLOSE THE ROAD OR TO IGNORE THE RULES OF THE ROAD OR TO DISOBEY ANY LAWS.

PLEASE REMEMBER TO USE GOOD COMMON SENSE AND SAFE PRACTICES DURING THE COURSE OF THIS PERMIT.

The Benton County Public Works Department has a limited supply of materials, work signs, hard hats and reflective vests available and they shall be obtained and returned to the Department during regular business hours. Please make arrangements at least one (1) week in advance for necessary supplies.

This permit covers only the authorized activity on the County road listed on the permittee's application.

Required dates for litter pickup will be:

LIABILITY RELEASE FOR COMMUNITY SERVICE ACTIVITIES

PRIVATE ORGANIZATION

Release for Litter Pickup between (Name and Address of Organization)

and the County of Benton.

_____ shall be responsible and liable
(Name of Organization)

for all damage or injury to any persons or property resulting from litter pickup.

_____ shall indemnify, hold harmless
(Name of Organization)

and release the County of Benton, 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.

ORGANIZATION REPRESENTATIVE

BENTON CO PUBLIC WORKS

Signature

Signature

Title

Title

Date

Date

LIABILITY RELEASE FOR COMMUNITY SERVICE ACTIVITIES

PUBLIC ORGANIZATION

Release for _____

Between (Name and Address of Organization)_____

and the County of Benton.

_____ shall indemnify, hold harmless
(Name of Organization)

and release the County of Benton, its employees, agents, and representatives, against any and all damages, claims, demands, actions, causes of action, costs and expenses of whatsoever nature arising out of the sole negligence of the Organization in the performance of this agreement.

ORGANIZATION REPRESENTATIVE

BENTON CO PUBLIC WORKS

Signature

Signature

Title

Title

Date

Date

**INDIVIDUAL LIABILITY RELEASE FOR
COMMUNITY SERVICE ACTIVITIES**

SPONSOR: _____

I, _____ hereby release the County of Benton, 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 projects owned or controlled by the County of Benton.

Dated this _____ Day of _____, 20____.

Signature

Address

City, State, Zip

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

Parent or Guardian Signature

Address

City, State, Zip

Release witnessed by:

Signature

Title

Date

BENTON COUNTY ADOPT-A-ROAD ACCOMPLISHMENT REPORT

(Submit after every litter pick-up.)

Group's Name: _____

Group Supervisor's Name: _____

Group Supervisor's Telephone Number: _____

Road Name: _____ Mile Point _____ to _____

Date of Litter Pick-up: _____ Number of People: _____

Number of Hours: _____ Number of Bags: _____

Special Notes: _____

