

**CITY OF MAPLE VALLEY
PUBLIC WORKS DEPARTMENT
ADOPT-A-ROAD PROGRAM**

Maple Valley, Washington
Public Work Department

June 2017

PACKET CONTENTS

The Adopt-A-Road Packet

Provides information on the purpose of this packet as well as how to use this packet.

Overview

Provides information about the City of Maple Valley Adopt-A-Road Program.

Objective, Definitions of Roles, Timeline of Processes

Provides further information about the Adopt-A-Road Program, what is required of participants, and an explanation of the processes involved in the program.

Volunteer Group Responsibilities

What are the specific responsibilities of the participating group?

Group Agreement and Code of Conduct

Provides an overview of the safety instructions and procedure for conducting Adopt-A-Road cleanups. **Please review this form, sign one copy, and return signed copy to Adopt-A-Road Program Coordinator.**

Safety Rules

Lists the safety rules for conducting an Adopt-A-Road cleanup. Please review these rules carefully with your volunteers prior to each cleanup event.

Group Application Form

This form provides information about both the adopting group and the route(s) the group is interested in adopting.

Registered Group Enrollment Form

This form will be completed after a group has been accepted into the program. It needs to be filled out by both the Primary Group Coordinator and the Secondary Group Coordinator and returned to the Adopt-A-Road Program Coordinator. This form needs to be updated each time a new Group Coordinator is selected.

Individual Participant Release Form

Each volunteer must complete this form and return a signed copy to the Adopt-A-Road Program Coordinator in order to participate in Adopt-A-Road cleanup events. This form needs to be renewed on an annual basis. The Adopt-A-Road Program Coordinator will coordinate a renewal process each January for all active participants.

Warning Sign and Light Placement Diagram

Provides instruction on volunteer crew sign placement and additional guidance on working safely along the road.

Work Day Release Form

Each volunteer must sign this form on the day of the cleanup. This is also where the Group Coordinator will record cleanup data and information. This form should be turned in to the Adopt-A-Road Program Coordinator within five days of the cleanup event.

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Recognition Sign Request Form

Submit this form with the signed Group Agreement. After your group completes their first cleanup, the process of installing the recognition signs on your route will begin. Please note it can take a few months for the new signs to be installed.

Maintenance Shop Location

This form provides the location of the City of Maple Valley's maintenance shop where you can pick up your reserved safety kits. Be sure to call the Adopt-A-Road Program Coordinator two weeks in advance of your planned cleanup to reserve your kits and receive your Group Active Participant Roster.

ADOPT-A-ROAD PACKET

Purpose of the Adopt-A-Road Packet

The Adopt-A-Road packet provides information to groups interested in participating in Maple Valley's Adopt-A-Road Program. Information from a general inquiry to the formal agreement is found here. Most of the information is for the responsible individual of the group or Group Coordinators who serve as a liaison between the group and the City.

The **Overview** is a one-page summary explanation of the City of Maple Valley's Adopt-A-Road program. It can be distributed independently of the packet and can be obtained online or via the Adopt-A-Road Program Coordinator.

The **Objectives and Definition of Roles, Group Applicant Responsibilities**, and **Group Agreement** provide information for the Group Coordinators. The **Group Applicant Responsibilities** explains what is required for each group that participates. The **Group Agreement** is the signed agreement between the City of Maple Valley and the Group, which lists the binding terms of the agreement.

After a group has decided to participate in the program, a **Group Application Form** is submitted to the City. This form documents the initial information about the group, including which route(s) they are interested in adopting. Applications and routes are reviewed by a City Engineer to ensure the route is appropriate for volunteer cleanup activities.

After the group has been accepted into the Adopt-A-Road program, a **Registered Group Enrollment Form** is completed. The final adopted route is listed, along with additional contact information of group coordinators.

Safety Rules are detailed instructions for all participants. Additional copies can be obtained online or from the Adopt-A-Road Program Coordinator. It is essential that all participants read and understand this section!

The Individual Participant Release Form must be filled out and signed by all participants. This form, as well as all others in this packet, will be kept on file by the City for the duration of the agreement. **An individual is not authorized to participate in any cleanup events until his/her release form has been filed with the City and his/her name is included on the Group Active Participant Roster that will be provided by the Adopt-A-Road Program Coordinator to the Group Coordinator before each scheduled cleanup.**

The Work Day Release Form is to be signed by all participants the day of the cleanup at the work site. Every person participating in the cleanup needs to sign the form on the day of the cleanup. This is also where the Group Coordinator will record the results of the cleanup so the Adopt-A-Road Program Coordinator can track the group's progress.

OVERVIEW

The City of Maple Valley Public Works Department (hereafter referred to as the “City”) Adopt-A-Road Program is a litter reduction campaign designed to remove litter debris from the City of Maple Valley roads and improve the quality of the environment. The program establishes a partnership between volunteer groups and the City. The City provides guidance and equipment to foster safe and effective cleanups and the volunteers do the work of gathering the litter along designated roads. City road maintenance crews follow up by picking up and disposing the collected litter. Every participant in this program makes a positive impact on the appearance of both the City’s road network and their community.

Participants volunteer to remove litter along an adopted route for a minimum of two years. The assigned routes will generally be up to two miles long, depending on the roadway topography and traffic volumes. Participants will clean the route a minimum of two times per year: *Two miles – twice a year – for two years*. Safety of the participants is the primary concern in determining if a route may be assigned. Participants can apply to adopt a currently-available route or may apply for a route of their choice. However, in general, routes should be:

- Located within incorporated Maple Valley.
- A collector-distributor route.
- A minimum of two road miles long.
- Approved by the City Engineer as appropriate for the program.

The minimum length and collector-distributor requirements may be waived on a case-by-case basis at the request of the adopting group or the discretion of the City; however, all routes MUST be located within incorporated Maple Valley and approved by the City Engineer as appropriate for the program.

The City will install two recognition signs identifying the adopting individual or group, provide the necessary safety equipment and safety training materials, and provide litter bags and removal of the filled litter bags.

Adopting groups may be an individual, a club, a business, or a group of citizens. There are no costs or fees to the participants. However, **participants must be at least 18 years of age**, in good physical condition, and have good eyesight and hearing.

Each group will designate a Primary Group Coordinator and a Secondary Group Coordinator who will act as a liaison between their group and the City. The Group Coordinator will be responsible for overseeing the group and administering the agreed upon rules to the individuals in the group. The Group Coordinator will work closely with the Adopt-A-Road Program Coordinator.

Objective

The purpose of the City of Maple Valley Adopt-A-Road Program is to provide citizens of City an opportunity to control litter and to improve the appearance of the roads in their community.

Program in Brief

A group (or individual) may adopt a route for litter control for a minimum of two years. The group agrees to adhere to the safety rules and guidelines of the program. The City will furnish safety equipment, but the group will be responsible to be properly equipped (clothing, water, etc.). There are no fees to the participants. Litter disposal costs will be paid by the City. The group will be recognized with signs placed on the route for the duration of their active participation.

Definitions of Roles

The *Adopt-A-Road Program Coordinator* is the City's representative who coordinates the day-to-day operation of the Adopt-A-Road Program.

An *Applicant* is defined as the individual or group interested in adopting a section of roadway.

The *City* is the City of Maple Valley Public Works Department, with the Adopt-A-Road Program being administered by the Maintenance Section.

A *Group* is defined as including individuals, organizations, clubs, firms, or partnerships.

A *Participant* is defined as an individual or member of a group actually performing work on the road section under this program.

The *Primary Group Coordinator* is defined as the lead individual representing the group.

The *Secondary Group Coordinator* represents the group as the alternate Group Coordinator.

Timeline of Application, Participant Registration, and Cleanup Processes

Application Process

1. The application sent from the Primary Group Coordinator (via mail, email, online submittal) to Adopt-A-Road Program Coordinator.
2. The Adopt-A-Road Program Coordinator then:
 - i. Ensures route is not already adopted and there are no pending applications for route.
 - ii. If route meets above criteria, Adopt-A-Road Program Coordinator forwards application to City Engineer.
 - iii. If route doesn't pass above criteria, Adopt-A-Road Program Coordinator will contact applicant to discuss available options.
3. The City Engineer reviews each route at each application period to ensure route is still appropriate for the program (average daily traffic, speed limit, adequate road shoulder, adequate sight distance, etc.)
4. If the City Engineer deems the route is appropriate for the program, the Adopt-A-Road Program Coordinator prepares orientation packet and mails to Primary Group Coordinator. The Adopt-A-Road Program Coordinator will follow up with the Primary Group Coordinator to answer questions and provide any other assistance needed to ensure group has completed the ***Group Agreement*** and ***Registered Group Enrollment Form***.

Participant Registration Process

1. Once a group has officially adopted a route, anyone who would like to participate in cleanup events on behalf of the group must complete the ***Individual Participant Release Form*** and submit the completed form to the group's Primary Group Coordinator, who will then forward all completed release forms to the Adopt-A-Road Program Coordinator.
2. The Adopt-A-Road Program Coordinator will review the ***Individual Participant Release*** forms to ensure they are fully completed and will enter participant information into a volunteer tracking database.
3. Once a volunteer has completed the form and it has been reviewed by the Adopt-A-Road Program Coordinator, that participant will be cleared to perform cleanups on behalf of the Adopt-A-Road Program. The Adopt-A-Road Program Coordinator will provide the Primary Group Coordinator with an updated ***Active Participant Roster*** each time a participant is added to or removed from the volunteer group.
4. ***Individual Participant Release*** forms will need to be renewed on an annual basis. The Adopt-A-Road Program Coordinator will coordinate a renewal process each January for all active participants.

Cleanup Process

1. The Primary Group Coordinator or Secondary Group Coordinator shall contact the Adopt-A-Road Program Coordinator two weeks in advance of the planned cleanup date to reserve safety kits and request an ***Active Participant Roster***, which is a list of all the volunteers who have completed an ***Individual Participant Release Form*** and are approved to participate in the cleanup. Only volunteers listed on the ***Active Participant Roster*** are approved to participate in cleanups.
2. The Group Coordinator picks up the safety kit(s) at the requested location on the scheduled date.
3. On the day of the cleanup, the Group Coordinator is responsible for ensuring all participants are listed on the group's ***Active Participant Roster***. Anyone not listed is not authorized to participate. The Group Coordinator is also responsible to ensure all approved participants sign the ***Work Day Release Form*** the day of the cleanup, before any work begins.
4. Groups should conduct their cleanups following all ***Safety Rules*** and guidelines as spelled out in the ***Group Agreement***.
5. Within five days of the cleanup, the Group Coordinator should send to the Adopt-A-Road Program Coordinator the completed ***Work Day Release Form***. The form can be sent via mail or scanned and sent via email.

VOLUNTEER GROUP RESPONSIBILITIES

Group Coordinators

Each group shall be responsible for selecting a Primary Group Coordinator and a Secondary Group Coordinator. The Group Coordinator's responsibilities include assuring compliance by participants with all **Safety Rules** and guidelines of the Adopt-A-Road Program, as outlined in the **Group Agreement**. They will also act as the liaison for the group with the City and sign the Adopt-A-Road agreement and **Group Application** form. Contact information for the Group Coordinators will be updated using the **Registered Group Enrollment Form**, which must be completed each time a new Group Coordinator is appointed for the group.

Participant Responsibilities

Each participant will be required to comply with all laws, rules, and regulations as outlined in the **Group Agreement** and the **Safety Rules**. Individual participants may be excluded from participation or the group agreement may be canceled at the discretion of the Adopt-A-Road Program Coordinator for any violations of these sections. Participants must fill out and submit an **Individual Participant Release Form** on an annual basis in order to be approved to participate in cleanup events.

Requests for Road Adoption

If more than one applicant requests the same route, the Adopt-A-Road Program Coordinator may make the selection by the earliest date of application. If an applicant requests a route that has already been adopted, their name will be put on a waiting list. The current group can renew their agreement if it has provided an acceptable level of service. If not, the next group on the waiting list will be considered for that route.

A group may adopt up to a maximum of three routes. New applicants receive first consideration if more than one application is received for a route. Groups must clean each adopted route a minimum of two times per year, and groups must complete at least one cleanup on a route before being eligible to adopt an additional route. An application must be completed for each route a group applies to adopt.

Litter Cleanup Requirements

Each group is required to pick up litter a minimum of two times per year. Litter cleanup shall not be completed in snow, ice, or in other adverse weather conditions. The Group must complete one satisfactory cleanup before their Adopt-A-Road recognition signs are installed. During the course of the agreement, if the litter detail or cleanup activity is not satisfactorily accomplished, the Group Coordinator shall be notified. The cleanup must be successfully accomplished within one month or the agreement may be canceled and recognition signs removed. Only the registered Group shall pick up litter in a road segment that has been approved through the Adopt-A-Road Program. No sub-contracting is allowed.

City-Furnished Supplies

Materials and work area signs furnished by the City will be obtained from and returned to the City during regular business hours. The City may furnish supplies to groups performing frequent cleanups that can be stored on private property for the group's use in completing cleanups for the Adopt-A-Road Program. The Adopt-A-Road Program Coordinator will schedule the distribution and return of City-issued materials.

The City will provide the following:

- Adopt-A-Road group recognition street signs
- Portable traffic warning signs
- High visibility vests

VOLUNTEER GROUP RESPONSIBILITIES

- Hard hats
- Limited number of litter “grabbers” for use by volunteers with limited mobility
- Safety training including videos and guidelines
- Litter bags with ties
- Maintenance personnel and equipment to pick up filled litter bags
- Disposal of collected litter

The Group will be responsible for the proper care of all City-issued equipment.

Safety Training

Training materials (such as a safety training video and **Safety Rules**) will be available online or from the Adopt-A-Road Program Coordinator (425-413-8800 x 638 or at adopt.roads@maplevalleywa.gov). Safety training is required before becoming a participant in the Adopt-A-Road Program. The Group Coordinator will ensure each volunteer has viewed the Volunteer Safety Training Video before the volunteer participates in a cleanup. The Group Coordinator will also ensure each volunteer views the video at least once per year for the duration of the agreement. Any additional safety questions or concerns can be addressed by the Adopt-A-Road Program Coordinator.

The Group Coordinator must report to the Adopt-A-Road Program Coordinator on the first business day following any injuries by participants during cleanup activities. Notification shall include:

- Name of injured person
- Nature of injury
- Date and time of injury and where occurred
- How the injury occurred

ADOPT-A-ROAD PROGRAM GROUP AGREEMENT AND CODE OF CONDUCT

This Agreement is made and entered into between the City of Maple Valley, hereinafter called the **City**, and

_____, hereinafter called the **Group**.

The City does hereby authorize the Group to participate in the Adopt-A-Road Program by picking up litter within the assigned section of roadway, in accordance with the following terms and conditions:

The Group Does Hereby Agree:

To maintain the appearance of the designated route for two years and to pick up litter no less than twice per year. Additional cleanups may be completed as necessary to maintain a neat appearance.

To contact the Adopt-A-Road Program Coordinator two weeks in advance of planned cleanups to reserve safety kits and receive a copy of the current **Active Group Roster**. Group will pick up kits on scheduled date and return within two business days of the cleanup. Group coordinator(s) will provide a completed **Work Day Release Form** to the Adopt-A-Road Program Coordinator within five days of the cleanup activity.

To conduct cleanup activities in a safe manner and abide by conditions as may be required by the City for the safety of the participants. Safety of participants is the number-one priority of the program.

To assign a Primary Group Coordinator and Secondary Group Coordinator (if more than one person will participate regularly) to each cleanup crew. The Coordinator(s) shall have a copy of this agreement with them during the cleanup activity. The Group Coordinator shall be responsible for properly caring for and promptly returning all City-issued equipment.

Whenever the Primary Group Coordinator or Secondary Group Coordinator changes, the Group will contact the Adopt-A-Road Program Coordinator to update the **Registered Group Enrollment Form** to reflect the contact information for the new coordinator(s).

All participants will wear a high visibility vest and hard hat furnished by the City during all cleanup activities. All participants will view the Volunteer Safety Training Video and utilize safety materials and training aids provided by the City before participating in a roadside cleanup. Volunteers will abstain from using City equipment/resources for personal use.

Participants shall abide by all regulations as stated in the **Safety Rules**. Volunteers will also adhere to all City rules and policies (including the Workplace Violence Prevention Policy, Nondiscrimination and Anti-Harassment Policy and Procedures, and the City Code of Ethics) and comply with all federal, state, and local laws governing the administration of City volunteers.

The Group Coordinator will be responsible for distributing all training materials to the Group's individual participants. The Group Coordinator shall be responsible for collecting the signed **Work Day Release Form**. The Group Coordinator will provide the Adopt-A-Road Program Coordinator the completed Work Day Release Form within five calendar days following the cleanup activity.

It is recommended that at least one person with a valid First Aid/CPR card be present during cleanup activities.

ADOPT-A-ROAD PROGRAM GROUP AGREEMENT AND CODE OF CONDUCT

Recycling is an accepted and encouraged activity. Recyclable items collected by participants may be removed from the site at the option of the Group. Profits from the sale of recyclable items shall belong to the Group. Volunteer groups are responsible for taking recyclable materials to the City maintenance facility. Volunteers will not accept tips, meals, or otherwise accept payment for volunteer work or use the volunteer position to obtain special consideration of any kind. Volunteers will treat other volunteers, members of the public, and City employees with respect and dignity.

The Group Coordinator may cancel the agreement by providing written notice to the City.

The City Does Hereby Agree:

To furnish and install Adopt-A-Road recognition signs with the Group name or acronym displayed at the assigned cleanup area.

To furnish the Group litter bags, traffic warning signs and stands, high visibility vests, hard hats, and gloves for participants' use during cleanup activities.

To remove all filled litter bags from the road shoulder.

To assist the Group in cleaning up litter if necessary (i.e., when large, heavy, or dangerous items are found).

To provide safety materials and training aids to the Group Coordinator for use in training participants.

To coordinate, at its discretion, publicity efforts with the Group to solicit local media coverage.

The City may temporarily suspend work under this agreement due to construction within the limits of the assigned route. Once the construction activities have been completed, the Group will be notified and the agreement reactivated.

The City may cancel the agreement for any reason including, but not limited to, safety considerations concerning roadway operations and failure of the applicant or its participants to comply with provisions of the agreement. Notification of a canceled agreement will be made in writing.

This program may be altered, modified in scope, or terminated at the discretion of the Director of Public Works. Such alteration of the program will apply to all agreements signed prior to such date unless otherwise specified.

The terms of this agreement shall commence on _____ and shall be automatically renewed every two years unless terminated by the City or the Group. Upon termination of this agreement, the Adopt-A-Road recognition signs will be removed and shall remain the property of the City.

Volunteer Group Informed Consent/Release

SAFETY RULES

The safety and well-being of Adopt-A-Road volunteers are the City of Maple Valley's greatest priorities as you work on the roadside! Volunteers in the City Adopt-A-Road Program must comply with the following Safety Rules. The following list is not all-inclusive and is not a substitute for common sense; volunteer group coordinators and volunteers agree to make safety the first priority during Adopt-A-Road cleanups.

Alcoholic beverages and drugs are prohibited.

Any participant who is under or suspected of being under the influence of alcohol or drugs shall be removed from the work area immediately!

Clothing

Appropriate clothing and footwear shall be worn to protect your body from physical hazards and seasonal weather conditions. High visibility vests and hard hats provided by the City will be worn at all times when you are outside the transport vehicle within the road right-of-way. Each participant shall have a pair of gloves in his/her possession and for use to reduce the possibility of contamination.

Working near Vehicle Traffic

Groups shall only pick up litter from one side of the road at any given time. Groups shall not enter a paved or unpaved median or a traffic lane or ramp at any time to remove litter. Be prepared for any unexpected behavior of motorists. Never assume a driver sees you.

Participants shall walk and work in a direction conducive to their safety. On narrow roadsides, participants shall walk and work in the direction facing oncoming traffic. Do not stand or jump on guardrails, drainage pipes, or concrete walls. Avoid all horseplay or demonstrations of any nature. Do not distract drivers.

Signs

"Volunteer Litter Crew Ahead" signs will be provided to alert motorists that your group is present. Signs shall be placed facing traffic at the start of the section of roadway being cleaned. Signs shall be taken down or turned around if your group is on an extended break or lunch.

Vehicle Operation

Care shall be taken to minimize the number of vehicles used to transport participants to the cleanup site. Seat belts for all occupants shall be provided and used any time a vehicle is in motion, transporting your group and equipment. Vehicles shall be in proper working order and at least one of them shall contain drinking water and a first aid kit.

Safe Parking

Vehicles shall be parked in a safe place as far to the right of the fog line (or edge of pavement) as possible. *Use good judgement!* Emergency hazard lights shall be employed when vehicles are temporarily stopped or parked on road shoulders.

Safe Driving Rules

- Always be courteous.
- Obey all laws.
- Stay alert for potential accident situations.

SAFETY RULES

- Follow at least two seconds behind any vehicle directly in front of your vehicle to provide a safe distance between vehicles.
- Proceed cautiously through intersections.
- Be extremely careful when backing up a vehicle. As much as possible, park so that backing up is unnecessary. Consider every available alternative prior to putting a vehicle in reverse.
- Back up slowly. Do not back up for long distances or around corners. Get out to see if the way is clear and/or using a spotter. Honk horn twice before backing up.
- Keep windows clean and unobstructed.
- Make turn-around and legal U-turns in safe places. Be sure there is adequate sight distance in all directions.

Accident and Incident Reporting

Report to the appropriate law enforcement agency immediately all incidents that normally require notification. Information and documentation of all accidents and/or incidents shall be reported on the first business day after the occurrence to the Adopt-A-Road Program Coordinator. Participants should work in view of at least one other person at all times.

First Aid

Each group shall have at least one first aid kit (there is a first aid kit included in each Adopt-A-Road safety kit). Each driver shall know where the closest hospitals are and the routes to use to reach them. Volunteers should notify Group Coordinator of all known allergies and any physical infirmities prior to participation.

Avoid overexertion and heat-related problems by drinking water and taking breaks.

Infection Control

Precautionary measures shall be taken to prevent exposure to infectious diseases, such as hepatitis. Basic measures include the wearing of gloves, washing hands before eating, and avoiding contamination of eyes and open cuts, scratches, sores, and rashes.

Possible sources of contamination may include disposable diapers, hypodermic needles, spoiled food, and dead animals. All bio-hazardous materials, including medical wastes, diapers, spoiled food, and dead animals should be left untouched and in place. The Group Coordinator will notify the City of any found public health hazards.

Hazardous Substances

Items that are suspected of containing hazardous chemicals shall be left untouched and in place and reported to the City or the proper authorities as soon as possible. Some of these substances may be in containers with identifying labels. Key words to look for on labels are **CAUTION**, **WARNING**, and **DANGER**. Other substances may be unknown and transferred to identifiable containers such as milk jugs or bleach bottles. **Use Common Sense!** If in doubt, **Back Away! Do not handle or attempt to move these materials.**

Possible hazardous materials include fertilizer, flammable solvents, concentrated herbicides, insecticides, or by-products of amphetamine or other drug laboratories. All hazardous substances and medical wastes (needles) shall be marked for City removal. If the situation is urgent or is an emergency, please call 911.

SAFETY RULES

Collection of Litter

Litter bags shall be filled to capacity, taking care not to overload them. A completely filled bag can weigh between 5 and 30 pounds depending on the type and density of the materials. Cardboard that has been broken down can serve as a liner between the litter and the bag. The cardboard may help prevent bodily injury due to the penetration of sharp objects from the bag. All glass should be placed as much to the center of the bag as possible. Litter bags should never be slung over one's back; they should be carried slightly away to one's side.

Litter bags should be placed under and in front of guardrail posts, on top of and slightly away from a curb (as opposed to in the gutter), against a sign post, or possibly with other heavier bags or materials to keep them in place. Bags shall be grouped in piles when possible. Larger items can be grouped with trash bags in piles. Litter bags are not to be placed on the paved road shoulders or near traffic lanes, as they usually end up being moved by the wind and hit by traffic.

Litter "grabbers"

Litter picking "grabbers" will be offered by the City as quantities allow. They should not be used on materials weighing more than one pound, nor should they be forced into the ground when not in use. Materials weighing more than a pound should be handled by hand.

Miscellaneous Rules

Awareness of your surroundings is paramount when working on the roadside. The use of personal music electronic devices with headphones is prohibited. Participants shall be mentally alert and physically prepared for uneven ground, slippery and unstable slopes, and for climbing and descending gradual slopes. Climbing steep slopes or grades is prohibited.

Groups shall stay well clear of maintenance and/or construction projects. Litter pick up in and around tunnel areas or on or under bridges is prohibited. Litter pick up shall be suspended during hazardous weather conditions or when poor lighting conditions exist.

Participants should stay in view of at least one other person at all times. If a stranger acts with inappropriate behavior, immediately contact a team member, group leader, or law enforcement.

ADOPT-A-ROAD GROUP APPLICATION

Date of Application: _____

Applicant/Primary Group Coordinator: _____

Name of Organization: _____

Daytime phone: _____ Evening phone: _____

Mailing address: _____

Email address: _____

Approximate number of people anticipated to participate in litter cleanup events: _____

Route number of existing route interested in adopting: _____ **OR**

Extents of new route group is interested in adopting: _____

Traffic safety review (*internal use only*):

Group # _____

REGISTERED GROUP ENROLLMENT FORM

This form must be updated any time the primary or secondary group coordinator changes

Group Name: _____

Assigned Route # and extents – Route #: _____

Extents: _____

**PLEASE FILL IN THE INFORMATION BELOW AND RETURN TO ADOPT-A-ROAD PROGRAM COORDINATOR by mail AT
P O Box 320, Maple Valley WA 98038 or in person at 22017 SE Wax Road, Suite 200, Maple Valley, WA 98038**

Primary Group Coordinator

Name: _____

Address: _____

Day Phone: _____ Evening Phone: _____

Email Address: _____

Secondary Group Coordinator

Name: _____

Address: _____

Day Phone: _____ Evening Phone: _____

Email Address: _____

Group # _____

INDIVIDUAL PARTICIPANT RELEASE FORM

To be signed by all participants on an annual basis

Name of Organization			
Name of participant			
Address	City	Zip	Telephone Number
Person to notify in case of emergency		Relationship	
Address	City	Zip	Telephone Number

The City of Maple Valley Public Works Department's Adopt-A-Road Program is for volunteers who donate their time to help keep the City's road rights-of-way clean and clear of debris. Participants are informed and acknowledge being advised that working adjacent to a roadway can be a hazardous activity that can cause bodily injury and/or death. Volunteers agree they shall exercise due care and caution in performing litter cleanup activities.

Participants further acknowledge they will review the Adopt-A-Road Program **Safety Rules** prior to participating in any cleanup activity.

Participants must wear the high visibility vest and hard hat furnished by the City and appropriate protective clothing during cleanup activities. *Participants must obey the **Safety Rules** at all times!*

By signature below, I verify that I am a volunteer, 18 years of age or older, have viewed the Adopt-A-Road Volunteer Safety Training Video, and have read the **Safety Rules**. I am participating and am under control of our volunteer group and not the City of Maple Valley.

I also understand the rights, responsibilities, and privileges of participation in the Adopt-A-Road Program and agree to release and forever discharge the City of Maple Valley and its officials, agents, and employees from any liability whatsoever for any damages or injury arising out of or resulting from my participation in this program or working within the public road right-of-way.

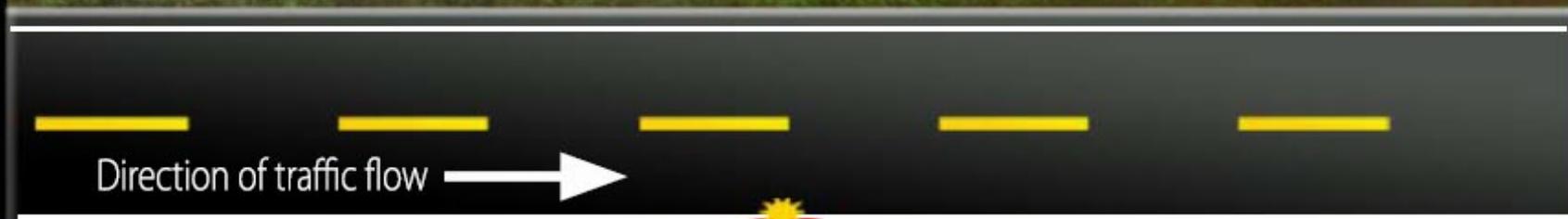
Signature of Participant

Date

<i>Office Use Only</i>		
Group #	Date Entered	Entered By

Adopt-a-Road Warning Sign and Light Placement

- ✓ Work on one side of the road at a time, facing oncoming traffic.
- ✓ Split work area into segments of one mile or less. Move warning sign and buffer vehicle as needed.
- ✓ Exercise judgement when working around curves that restrict sight distance--if it feels unsafe, don't work in that area.



1) Place sign facing oncoming traffic



King County
Road Services Division



(Distance between sign and buffer vehicle should be 10 x posted speed limit
i.e.: 25mph = 250 feet)



2) Park a buffer vehicle and place flashing light on top - be sure to park safely off the road



← Direction of work

3) Carpool to start of segment and work back towards sign and vehicle, facing traffic

Group # _____

WORK DAY RELEASE AND CLEANUP RESULTS FORM

This form must be completed and returned for each cleanup

Group Name: _____

Date of Cleanup: _____

Group Leader: _____

Telephone: _____

Address: _____

City: _____

Zip: _____

Route Adopted: _____

Number of volunteers that participated: _____

Number of hours cleanup lasted: _____

How many bags of trash collected: _____

How many bags of recycling: _____

Were there any unusual incidents or injuries during the cleanup? YES NO (circle one)

If yes, please describe on back of page

The Adopt-A-Road Program allows volunteers to contribute toward the effort to control litter and enhance roadside and neighborhood appearance.

Volunteers are informed and acknowledge being advised that working adjacent to a roadway can be a hazardous activity that can cause bodily injury and/or property damage. Volunteers agree they shall exercise due care and caution in performing litter pick-up activities. Volunteers further acknowledge they have received safety instruction that includes review of the Adopt-A-Road **Safety Rules** prior to participating in any cleanup activities.

Volunteers shall wear the hard hat and high visibility vest furnished by the Adopt-A-Road Program and appropriate protective clothing during cleanup activities.

By signing below I certify that:

- I am participating and am under control of our volunteer group and not the City of Maple Valley.
- I have a completed **Individual Participant Release Form** on file with the Adopt-A-Road Program Coordinator and I am listed on the **Active Participant Roster** for this cleanup event, and I am 18 years of age or older.
- I understand and agree to abide by the Adopt-A-Road Safety Rules.
- I agree to release and forever discharge the City of Maple Valley, its agent, employees and officials from any and all liability whatsoever for damages or injury resulting from my participation in this program.

Name (print)

Signature

Name (print)

Signature

RECOGNITION SIGN REQUEST FORM

The City of Maple Valley will install two Adopt-A-Road signs acknowledging your group's contribution to roadside litter reduction. Sign orders are made at the beginning of the month following your group's first reported cleanup. It will take approximately two months, from the time of request, for the signs to be installed.

Group Name (as you would like it to appear on the signs)

Group Coordinator and Telephone Number (will not appear on the signs)

Adopted Route



Please note that the signs are standard in size and color. Adjustments or additions to the signs, including group or company logos, cannot be made. Phone numbers and websites are not permitted on signs.

MAINTENANCE SHOP LOCATIONS

NAME OF SHOP	LOCATION OF SHOP	PHONE NUMBER
Public Works Maintenance	23713 SE 264th Street Maple Valley, WA	206-391-8123 or 206-391-6864

- **Maintenance facilities are typically open from 7 a.m. to 3:30 p.m., Monday through Friday.** Summer hours (usually Memorial Day to Labor Day) are from 6 a.m. to 4:30 p.m., Monday through Thursday. The Adopt-A-Road Program Coordinator will inform all volunteers of schedule changes in advance.
- Please return the safety kit(s) to the Maintenance Shop where it/they were picked up within two working days after your Adopt-A-Road cleanup event.