

ADOPT - A - ROAD

Information and Application

LITTER REMOVAL
NEXT 2 MILES

NAME OF YOUR ORGANIZATION
WILL BE PLACED HERE

ADOPT - A - ROAD



County of Mendocino
Department of Transportation

ADOPT-A-ROAD

Adopt-A-Road is a fun, educational, and worthwhile program that will provide your company or organization prominent recognition while saving taxpayer dollars. You can clean up and beautify a stretch of county road with cooperation of the Department of Transportation (DOT) and a minimum of red tape. This is a great way to promote civic responsibility, community pride, and camaraderie within your organization.

Who can Participate?

- Individuals.
- Organizations.
- Businesses.

Participate by:

- Removing litter, or
- Planting and establishing seedling trees, or
- Planting wildflowers, or
- Removing Graffiti.

You Make the Choice

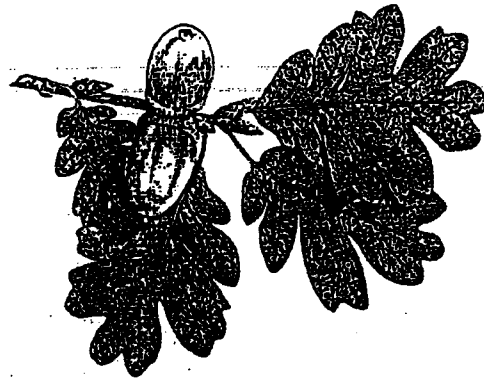
You may do the work with your own people, or you may hire a contractor.

You Get the Rewards

Aside from your own satisfaction, there is public recognition. DOT will place recognition signs on your adopted highway or sponsored equipment.

Your Commitment:

- Pick up litter for two years on a two-mile stretch of roadside four to twelve times a year or more, if needed, or
- Plant and establish seedling trees and/or shrubs for two years according to approved plan, or
- Plant wildflowers according to an approved plan, or
- Clean or paint a section of wall for two years.
- Follow all safety and permit requirements.
- Provide logo or insignia panels if you want them on the recognition signs.



Our Commitment:

- We loan you safety gear (orange vests and litter pickers).
- We provide free trash bags and dispose of the trash that you collect.
- We issue the permit at no charge.
- We pay for and install recognition sign(s).
- We do not require insurance for volunteer participants.

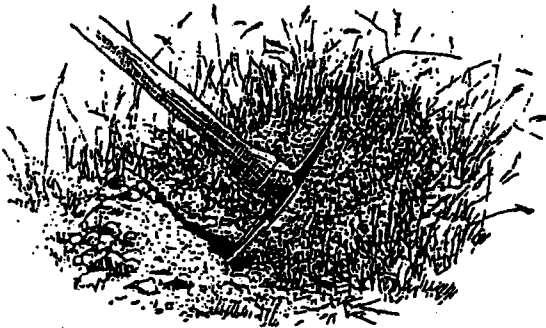
Recognition Signs

DOT will place recognition signs at the beginning of your litter project in each direction of traffic. These signs may vary in size according to the conditions but will typically be 42" x 24" or 30" x 20".

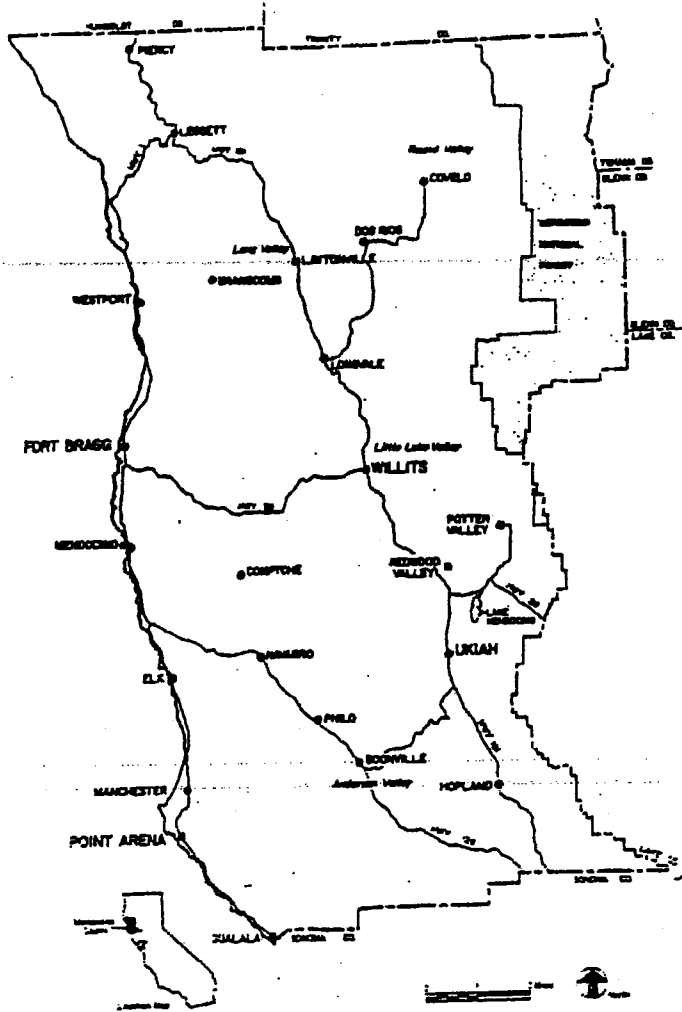
The placement of signs and their size and location are at the sole discretion of DOT. This is determined before your permit is issued. Each sign includes a recognition panel with your name and, if you wish to provide it, your logo or insignia. No products, slogans, street names, or directions are permitted on the sign.

How to Get Started:

- Select the location and type of work you want.
- Discuss the location and project with the local DOT coordinator.
- Develop work plan for planting project.
- If your area is available and safe for adoption, apply for a free permit.
- Allow one month for sign placement.
- Notify DOT before each work event.
- Review and follow safety requirements.
- Perform the work satisfactorily.



MENDOCINO COUNTY



What is Adoptable?

All county roads will be considered for adoption but, if you are planning to do the work with a volunteer crew, certain areas may be unadoptable due to safety or other considerations. *The County cannot, however, guarantee the safety of any segment of road subject to adoption.*

Areas May Not be Adoptable for Volunteers if:

- They are already adopted.
- Access to work areas is unsafe.
- The work area is unsafe without traffic control.
- The shoulders or roadside are too narrow.
- Visibility is too restricted.
- Construction or other work is under way or planned.
- Traffic is too heavy or too close.
- Vehicle runoff potential is too high.
- Terrain is too rugged or vegetation is too dense or fragile.
- There is no area available or appropriate for planting.
- Site conditions are unsuitable for your group's age level or experience.
- Frequency of litter pickup is too great for your group.

Contact the Mendocino County Department of Transportation:

- For more information.
- To see if your location is adoptable.
- To initiate a project.



If You Want a Section that is Already Adopted:

- Your name can be put on a waiting list.
- If the current adopter quits, you will have a chance to adopt that section according to your rank on the list.
- Or, if this is not the current adopter's primary litter removal section, you may have a chance to adopt it when the current permit expires.

Multiple Adoptions:

- One participant may adopt up to ten miles of road in the county for litter removal.
- After DOT has thoroughly publicized the program, this limit may be lifted.
- Renewal privileges are not automatic if others are on the waiting list.

Permit Renewals:

- Renew your tree planting, wild-flower, or primary two-mile litter permit as many times as you wish.
- You cannot transfer your permit to others.
- Adopted litter sections in excess of your primary two-mile section may not be renewable if another group is on the waiting list for a segment you have--you need only relinquish one two-mile section to each waiting group that has no other adoptions.

Your Permit:

- Read, understand, and conform to the provisions of your permit.
- Provide a copy of the safety requirements to each participant.
- Conduct an initial safety meeting and discussion before you begin your project and at least once a year.
- Each work group must have a copy of the permit and safety requirements in its possession on the roadside.

Safety:

- The program depends on the common sense and responsibility of individual participants.
 - Participants must realize that they are working in a potentially hazardous environment and diligently follow all safety requirements.
 - Selection of adoptable locations reduces the risk.
 - Participants hold the County harmless for death, injury, and property damage which might have been prevented.
- Never park on a bridge or other structure.
 - Do not park in grassy areas where your vehicle's exhaust could start a fire.
 - Do not use your emergency flashers when parked.
 - If you are working some distance from your vehicle, display your permit or a note indicating "Adopt-a-Road crew at work" in your vehicle's windshield for Highway Patrol identification.
 - When you leave a work site in your vehicle, use your signals, consider the speed of the traffic, and pull onto the pavement carefully.

Safety Gear and Clothing:

- Wear orange vests, gloves, and whenever you are out on the roadside--put them on ahead of time.
- Wear long pants and sturdy shoes or boots.
- Light-colored clothing, long-sleeveshirts, and sunscreen are suggested.
- Watch for ticks and snakes.

Access and Parking:

- Park outside the roadway and walk in if possible.
- If you drive to work areas, consolidate workers into a few vehicles.
- Vehicles used to transport workers, equipment, or materials to work areas may be parked in the right-of-way if they are parked completely off the pavement, at least six feet from the traffic lane.





When on Foot:

- Exit and enter your vehicle on the side away from traffic whenever possible.
- Walk and work facing oncoming traffic whenever possible--be alert and keep an eye on traffic.
- Do not walk on the traveled way or bridges that do not have sidewalks.
- Do not enter drainage facilities.
- Never work in the median or on the roadway.
- Use caution when crossing any road or traveled way and use crosswalks and signals where available.

Work Habits:

- Do not work on holiday weekends or 24 hours before holiday weekends.
- Do not work when it is raining or foggy or when the road is wet or icy.
- Discontinue your work before dusk.
- Do not touch potentially hazardous materials such as powders, chemicals, weapons, sharp objects, or dead animals--*notify the Sheriff or Department of Transportation of any suspicious objects or materials.*
- Avoid overexertion and drink plenty of water.
- Do not consume alcoholic beverages or drugs before or while on the right of way.

MENDOCINO COUNTY DEPARTMENT OF TRANSPORTATION
ADOPT-A-ROAD PERMIT APPLICATION

PERMIT NUMBER	DATE OF APPLICATION
COUNTY RD NO	MILEPOST (BEGINNING)

PERSONAL INFORMATION NOTICE
Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practice Act (Civil Code 1798, et seq.) notice is hereby given for the request of personal information by this form. The requested information is voluntary. The principle purpose of the voluntary information is to facilitate this Adopt-a-Road Permit Application. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, 1798.17 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to your IPA Coordinator.

FOR COUNTY USE

PERMISSION IS REQUESTED TO ENCROACH ON THE COUNTY HIGHWAY RIGHT OF WAY AS FOLLOWS:
Complete all items, use N/A if not applicable
Application is not complete until all required attachments are included.

APPLICANT INFORMATION	ORGANIZATION OR APPLICANT	
	NAME OF RESPONSIBLE PERSON	
	ADDRESS (MAILING)	
	CITY, STATE, ZIP CODE	
	TELEPHONE NUMBER	
LOCATION INFORMATION	GENERAL LOCATION	
	ROAD	FROM MILEPOST TO MILEPOST
	NEAREST CROSS STREET	
	PORTION OF RIGHT OF WAY <input type="checkbox"/> ROADSIDE <input type="checkbox"/> OTHER (DESCRIBE BELOW)	
WORK INFORMATION	TO BE PERFORMED BY <input type="checkbox"/> VOLUNTEERS <input type="checkbox"/> OWN FORCES <input type="checkbox"/> CONTRACT FORCES	
	TYPE OF WORK <input type="checkbox"/> LITTER REMOVAL <input type="checkbox"/> WILDFLOWER PLANTING <input type="checkbox"/> OTHER <input type="checkbox"/> SEEDLING TREE PLANTING	
	ESTIMATED STARTING DATE	NOTE: PERMIT EXPIRES TWO (2) YEARS AFTER ISSUE DATE.

USE THIS SPACE FOR REMARKS:

AUTHORIZED SIGNATURE THE UNDERSIGNED AGREES THAT ALL WORK WILL BE DONE IN ACCORDANCE WITH PUBLIC RULES AND REGULATIONS AND SUBJECT TO INSPECTION AND APPROVAL.

AUTHORIZED SIGNATURE

PRINTED NAME	TITLE
DAYTIME PHONE NUMBER	EMERGENCY PHONE NUMBER

ADOPT-A-ROAD PROGRAM

SPECIAL ENCROACHMENT PERMIT STANDARD SPECIAL PROVISIONS

1. **LOCATION OF WORK:** Work under this Permit is limited to the particular section, from beginning milepost to ending milepost, on the particular County Road, as specified under "Project Location" on the face of the Adopt-A-Road Program Special Encroachment Permit.
2. **DURATION:** Unless earlier terminated, this Permit shall be valid for two (2) calendar years from the date of issue and may be renewed upon receipt of an appropriate application. If Permittee wishes to renew the permit, a notice of such intent shall be submitted to County Department of Transportation at least thirty (30) days prior to expiration of this permit.
3. **PERMITTEE RESPONSIBILITY:** It is understood and agreed by the Permittee that performing work under this permit shall constitute an acceptance of the provisions of the permit and all attachments.
4. **INDEMNIFICATION OF COUNTY:** The County of Mendocino and its officers and employees shall not be liable for any death, injury, or property damage claims which arise from any activities which are subject of this encroachment permit that might have been reasonably prevented by the Permittee or those persons employed by or acting in behalf of the Permittee. If any claim arises from the foregoing, the Permittee shall defend, indemnify, and save harmless the County of Mendocino and its officers and employees.
5. **SAFETY PROCEDURES:** Each participating individual shall attend a safety orientation conducted by the Permittee prior to entering the County road Right of Way. The orientation shall include a discussion and explanation of the attached "Safety Requirements for Participants." Individuals must participate in a safety orientation at least once during each calendar year during which work is authorized.

Personnel performing work under this permit shall wear personal protective equipment, including hard hat, orange vest, gloves, and safety glasses, while on County road right of way. County furnished personal protective equipment, any unused materials, and tools shall be returned to the Department of Transportation upon completion of the project.

Permittee shall designate a spokesperson who shall represent the group. In addition, one (1) adult supervisor shall be assigned for five (5) minors. No minor less than eleven (11) years of age shall be allowed to participate without prior approval. Portable toilets, if necessary, shall be provided by the Permittee. Toilets shall not be placed on the shoulder of any County road.

6. **TRAFFIC CONTROL:** Traffic control is prohibited by this permit except for shoulder closures which may be authorized by the County's representative.

Participants' personal vehicles shall not interfere with the free flow of traffic or pedestrians. On all roads, vehicles shall be legally located at least six (6) feet off the travelled way. Approved vehicle(s) used to transport participants or material to and from work site may be parked in the Right of Way if a copy of the permit or notice indicating "Adopt-A-Road Crew at Work" is displayed in the windshield for the California Highway Patrol.

7. **BEGINNING OF WORK:** Permittee agrees to begin work within thirty (30) days from issuance of this permit.

On each work occasion, Permittee shall notify County's representative at the Department of Transportation, 340 Lake Mendocino Drive, Ukiah, CA. 95482, telephone number (707) 463-4363, five (5) working days prior to start of any work authorized by this permit to ensure coordination with other operations.

Work shall not begin until Permittee's representative has been briefed on safety procedures by the Department of Transportation.

If this permit is for litter removal, litter must be removed at least four (4) times per year.

8. **WORK DAYS AND HOURS:** Work shall not be conducted on legal holidays or holiday weekends, or within twenty-four (24) hours proceeding a legal holiday or holiday weekend, unless specifically authorized elsewhere in this permit

All work shall be conducted during daylight hours and as determined by the County's representative.

If weather or other adverse circumstances cause a public hazard, work shall be immediately discontinued.

9. **WORK PROCEDURES:** Work shall not be performed within six (6) feet of the traveled way, within center dividing strips, upon bridges, culverts, or structures of any kind.

Workers shall not cross the traveled way of access-controlled roads.

Permittee's work shall be subordinated to operations which County may conduct and shall not interfere with County forces or County's contractors.

The Encroachment Permit or a copy thereof shall be kept at the work site and must be shown to any representative of the Department of Transportation or any law enforcement officer on demand. Work may be suspended if a complete copy of the permit is not available at the work site.

10. COUNTY-FURNISHED: County will furnish, install, and maintain a sign indicating the nature of the work being performed in the work area for the duration of this permit. The Permittee may furnish a recognition panel in conformance with the Department of Transportations sign specifications. The sign wording, size, display duration, location, and any subsequent modifications shall be solely determined by the Department of Transportation. Permittee shall furnish additional panels when required by the County Department of Transportation.
11. EQUIPMENT AND SUPPLIES: County-furnished personal protective equipment, materials, and the necessary tools may be obtained from the County Department of Transportation, during normal business hours. Certain items, such as the litter pick-up tools and vests, will be subject to check-out procedures for return to the County and will be limited to one issue per participant.
12. COLLECTION OF LITTER: Bags of litter and other collected by participant shall be placed at designated locations along County roads, for collection by the County, unless otherwise specified elsewhere in this permit.
13. CANCELLATION: County reserves the unconditional right to cancel and otherwise void this permit for the following reasons:
 - a. non-conformance with permit provisions,
 - b. failure to adhere to direction given by the County's authorized representative, or
 - c. if County elects to terminate the program in part or in whole.

Initial: _____ Date: _____

Adopt-A-Road Program
Mendocino County Department of Transportation
SAFETY REQUIREMENTS FOR PARTICIPANTS

While on the roadside, always remember: ***SAFETY FIRST!***

To protect yourself and others:

Stay off the roadway and shoulders (this includes unpaved shoulders).

Do not cross traffic lanes on foot. Use caution when crossing conventional roads and highways. Use crosswalks and signals, where available.

Face oncoming traffic as you work and keep an eye on traffic. Be prepared to move quickly, if necessary,

Do not work on the roadway or shoulders, on bridges or other structures, or in culverts.

Discontinue work before dusk.

Do not work when for or other conditions reduce visibility for drivers.

Do not work when roadway is wet or icy.

Do not touch or attempt to remove materials which you suspect may be toxic or hazardous. Items to avoid include powders, chemicals, smelly substances, suspicious packages, chemical drums or containers, weapons, syringes or hypodermic needles, dead animals, and broken glass. Notify the Department of Transportation or the Sheriff's Department of the location of weapons or suspected toxic or hazardous substances immediately.

Do not compact trash bags. Injuries occur from broken and jagged objects.

Wear orange safety vests, hard hats, gloves, and safety glasses whenever you are on the roadside.

Wear long pants and substantial leather shoes or boots with ankle support. Watch your footing and stay off steep slopes, drainage facilities, or places from which you might fall. Light colored clothing, long sleeve shirts, and sunscreen lotion are recommended.

Do not run, throw objects, or engage in horseplay or any other activity which may distract drivers.

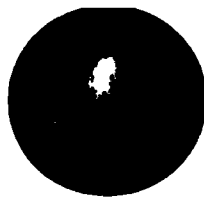
Avoid overexertion. Drink plenty of water, especially on warm, humid days.

Do not consume alcoholic beverages or drugs before entering, or while on, the roadside.

Be alert where snakes may be located. Also be alert for ticks, stinging insects and plants (e.g. nettles), and poisonous plants (e.g. poison oak).

Initial: _____ Date: _____

HOWARD N. DASHIELL
DIRECTOR OF TRANSPORTATION



COUNTY OF MENDOCINO
DEPARTMENT OF TRANSPORTATION
340 LAKE MENDOCINO DRIVE
UKIAH, CALIFORNIA 95482-9432
(707) 463-4363 FAX (707) 463-5474

FUNCTIONS

Administration & Business Services
Airports
County Surveyor
Engineering
Land Improvement
Roads and Bridges
Solid Waste

HOLD HARMLESS AGREEMENT

This Agreement, dated as of _____, is by and between the COUNTY OF MENDOCINO, hereinafter referred to as the "COUNTY", and _____, hereinafter referred to as the "PERMITTEE".

INDEMNIFICATION: To the fullest extent permitted by law, PERMITTEE shall hold harmless, defend and indemnify the County of Mendocino, its Board of Supervisors, employees and agents from and against any and all claims, losses, damages, liabilities and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of services under this Agreement, provided that any such claim, loss, damage, liability or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property, including the loss therefrom, or to any violation of federal, state or municipal law or regulation, and (2) is caused in whole or in part by any negligent act, omission or willful misconduct of PERMITTEE, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by any party indemnified hereunder. The COUNTY may participate in the defense of any such claim without relieving PERMITTEE of any obligation hereunder.

INSURANCE AND BOND: PERMITTEE shall at all times during the term of the Agreement with the COUNTY maintain in force those insurance policies and bonds as designated in the attached Exhibit C, and will comply with all those requirements as stated therein.

WORKERS' COMPENSATION: PERMITTEE shall provide Workers' Compensation insurance, as applicable, at PERMITTEE's own cost and expense and further, neither the PERMITTEE nor its carrier shall be entitled to recover from COUNTY any costs, settlements, or expenses of Workers' Compensation claims arising out of this Agreement.

CONFORMITY WITH LAW AND SAFETY:

In performing services under this Agreement, PERMITTEE shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal, and local governing bodies, having jurisdiction over the scope of services, including all applicable provisions of the California Occupational Safety and Health Act. PERMITTEE shall indemnify and hold COUNTY harmless from any and all liability, fines, penalties and consequences from any of PERMITTEE's failures to comply with such laws, ordinances, codes and regulations.

Accidents: If a death, serious personal injury or substantial property damage occurs in connection with PERMITTEE's performance of this Agreement, PERMITTEE shall immediately notify Mendocino County Risk Manager's Office by telephone. PERMITTEE shall promptly submit to COUNTY a written report, in such form as may be required by COUNTY of all accidents which occur in connection with this Agreement. This report must include the following information: (1) name and address of the injured or deceased person(s); (2) name and address of PERMITTEE's sub-contractor, if any; (3) name and address of PERMITTEE's liability insurance carrier; and (4) a detailed description of the accident and whether any of COUNTY's equipment, tools, material, or staff was involved.

PERMITTEE further agrees to take all reasonable steps to preserve all physical evidence and information which may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and to grant to the COUNTY the opportunity to review and inspect such evidence, including the scene of the accident.

The term of this Agreement shall be dated from _____, through _____,

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

X _____
PERMITTEE SIGNATURE

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

**MENDOCINO COUNTY DEPARTMENT OF TRANSPORTATION
ADOPT – A – ROAD PERMIT
Best Management Practices**

Pollutants of Concern:

- Plant debris/waste, branches and limbs.
- Spills from motorized equipment and landscaping materials.

LANDSCAPING ACTIVITIES

- All landscaping wastes/debris related and generated by permitted work will be properly contained and disposed of to prevent plant debris from entering the storm drainage system.
- No landscaping waste/debris will be placed in the storm drain channel at any time.
- If motorized equipment will be used, fueling will be performed at a secure location, away from any storm drainage system features such as inlets, channels, and culverts.
- If a spill occurs within or enters the storm drainage system, the contractor shall contact the Department of Transportation immediately.
- Upon completion of work activities, the work area will be inspected to ensure that all debris and wastes have been removed and are not present within the storm drainage channel.

Signature _____ **DATE** _____

Approved By _____ **DATE** _____



**COUNTY OF MENDOCINO
DEPARTMENT OF TRANSPORTATION**
340 LAKE MENDOCINO DRIVE
UKIAH, CALIFORNIA 95482-9432
(707) 463-4363 FAX (707) 463-5474

ADOPT A ROAD PROGRAM

I _____ acknowledge receipt of _____ 32-inch trash pickup
Name *Number*

tools for use on _____ beginning _____ and they will
Road Name *Date*

be returned on or before _____
Date

I accept responsibility for this County property and understand that if not returned I will be billed \$29.00 for each tool not returned.

Signature _____ Date _____

I understand that I must recover this document when the tools are returned or I will be assumed not to have returned the tools and will be billed for their cost.



**COUNTY OF MENDOCINO
DEPARTMENT OF TRANSPORTATION
340 LAKE MENDOCINO DRIVE
UKIAH, CALIFORNIA 95482-9432
(707) 463-4363 FAX (707) 463-5474**

ADOPT A ROAD PROGRAM

I _____ acknowledge receipt of _____ Safety vests
Name *Number*

for use on _____ beginning _____ and they will
Road Name *Date*

be returned on or before _____
Date

I accept responsibility for this County property and understand that if not returned I will be billed \$36.00 for each vest not returned.

Signature _____ Date _____

I understand that I must recover this document when the vests are returned or I will be assumed not to have returned the vests and will be billed for their cost.