

# *Town of Erie*

## *Adopt-A-Road Program*

### Policies and Procedures

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- The organization leader must sign, date and submit Application and Agreement form to the Program Coordinator.
  - This form will be renewed yearly to ensure any new participants view the video as well.
- All participants must view the **Methamphetamine lab waste video**.
  - To view this short 7-minute video: <http://www.dot.state.co.us/AdoptAHighway/> and click on the Meth Lab Waste Recognition Video link.
- The adopting organization will commit to a one-year period of adoption.
  - At the end of one year, the adopting organization may renew or terminate the adoption.  
*Road adoptability is subject to this criteria and availability.*
- A section of roadway will be assigned to each Organization
  - The Section will be between road intersections or logical ending points.
- The adopting organization must notify the Town of Erie if they decide to terminate their commitment.
- During the one-year commitment, the adopting organization will remove trash from the designated roadway a **minimum** of twice a year.
- The Town of Erie will provide the adopting organization with the following:
  - Safety vest for each participant
  - Trash bags
  - Advanced Warning Signage
- The Public Work Department will be responsible for collection and disposal of the trash bags along the roadside.
- The Public Work Department will install a standard information sign at each end of the adopted roadway segment acknowledging the adopting organization.
  - The signs will remain in place throughout the adoption period. *Phone numbers or website addresses are not allowed on the signs.*
- The Adopt-A-Road participants must be aware of the hazardous nature of the work, which is to be performed and take full responsibility for any injury that could occur while working along the roadway.

- Application to the Adopt-A-Road Program is open to any group, family or single individual within the Town of Erie. The Town of Erie reserves the right to use its discretion in selecting adopting organizations.
- Participants must be at least 12 years old. Groups with members less than 16 years old must be supervised by an adult (18 years or older). At least one adult is required for every 5 participants less than 16 years old.
- A designated Group Leader will be required for each organization to serve as the liaison with the Adopt-A-Road Program Coordinator.
  - The Group Leader will be responsible for signing the application, scheduling cleanup dates, obtaining supplies from the Program Coordinator and ensuring compliance with the Cleanup and Safety Procedures.
  - Team Leaders should be designated at each cleanup event and are responsible for ensuring that participants in his/her team complies with the Cleanup and Safety Procedures.

*Town of Erie*  
*Adopt-A-Road Program*  
Clean Up and Safety Rules

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**PARTICIPANTS SHOULD MEET AT A DESIGNATED AREA OUTSIDE THEIR CLEANUP AREA TO REVIEW CLEANUP AND SAFETY PROCEDURES.** Team Leaders (along with Group Leaders) are responsible for ensuring compliance with Cleanup & Safety Procedures. In addition they are responsible for reporting hazardous materials to the Group Leader. Group Leaders are responsible for reviewing the Group Leader Checklist with participants.

1. **PARK VEHICLES AWAY FROM AREA TO BE CLEANED.** Vehicles parked along the roadside in the cleanup area may cause workers to walk in the roadway, creating a dangerous situation. Carpooling is an effective way to reduce the number of vehicles at the site, conserve energy and minimize pollution.
2. **DRESS APPROPRIATELY FOR THE WAETHER AND TAKE NECESSARY PRECAUTIONS.** Clothing, liquids, and protection from the elements are all vital for the safe and healthy day. It is recommended that gloves be worn.
3. **ALWAYS WEAR FURNISHED ORANGE SAFETY VEST.** This vest is to assure that motorists have the ability to see the worker and is necessary for the workers safety.
4. **LARGE GROUPS SHOULD BE DIVIDED INTO TEAMS OF 12 OR FEWER MEMBERS.** A Team Leader must be designated for each team.
5. **KEEP CHILDREN OFF ROADWAY AND UNDER SUPERVISION AT ALL TIMES.** We discourage the participation of children for safety reasons, but sometimes this is unavoidable. (1 adult for every 5 participants under the age of 16)A responsible adult must supervise children in order to avoid dangerous situations.
6. **PLEASE LEAVE YOUR PETS AT HOME.**
7. **LITTER PICKUP MAY BE PERFORMED ONLY DURING DAYLIGHT HOURS AND IN GOOD WEATHER CONDITIONS.** Avoid peak traffic hours and abandon activity in the event that weather turns inclement during a cleanup
8. **KEEP FILLED LITTER BAGS OFF ROADWAYS IN SHOULDER AREA.** This keeps the traveled-way clear for motorists and safer for pedestrians.
9. **STAY OFF THE TRAVELED WAY WHEREEVER POSSIBLE.** The workers should be off the pavement and in the shoulder area for maximum safety while working. Divide into two groups to patrol both sides of the road at one time and minimize crossing the roadway.
10. **OBSERVE ALL PEDESTRIAN LAWS AND SAFETY PRACTICES.** This includes, but is not limited to facing oncoming traffic when walking along road shoulders, looking both directions before crossing, and crossing at corners when possible, etc. Remember, this is for your protection.
11. **PLEASE BE COURTIIOUS TO DRIVERS.** Being discourteous to drivers only creates more problems and can endanger other workers in the area. If a situation arises where a motorist is creating problems for the operation, notify the Erie Police Department immediately (303) 441-4444, as they are trained to deal with criminal and dangerous acts. Do not take the law into your own hands.
12. **IN CASE OF EMERGENCY NOTIFY THE ERIE POLICE DEPARTMENT IMMEDIATELY.** Dial 911 immediately
13. **ENJOY YOURSELVES.** This is a community effort that is to be congratulated. The Town of Erie is proud to have citizens like you willing to make the Town a better place to live.

**PARTICIPANTS SHOULD AVOID POTENTIALLY DANGEROUS/HAZARDOUS MATERIALS OR ANY OBJECT FOUND IN THE RIGHT-OF-WAY THAT APPEARS TO BE OF QUESTIONABLE NATURE.** Such items include dead batteries, animal carcasses, syringes, discarded condoms and any containers with unknown substances. Team Leaders should report these items to the Group Leader. The Department should be informed of the container's location and its personnel will remove the substance.

*Town of Erie*  
*Adopt-A-Road Program*  
**Methamphetamine Video Agreement**

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**AGREEMENT**

I, the undersigned, as representative for \_\_\_\_\_, which is volunteering for the Adopt-A-Road program, do hereby acknowledge that I have viewed the Methamphetamine on the Colorado Department of Transportation's website and that I have also shared this video and methamphetamine information with the members of our group.

Applicant's (Group Leader) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Town of Erie*  
*Adopt-A-Road Program*  
**Application Form, Waiver and Hold Harmless Agreement**

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**ORGANIZATION INFORMATION**

Organization's Name (as it would appear on recognition sign):

Approximate Number of Participants: \_\_\_\_\_

Contact Person

First and Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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**ADOPTION INFORMATION**

Name of Adopted Road: \_\_\_\_\_

Location From: \_\_\_\_\_ To \_\_\_\_\_ Mileage: \_\_\_\_\_

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**APPLICANT STATEMENT, ASSUMPTION OF RISK, HOLD HARMLESS AND WAIVER**

Each person in the organization has read and agrees to the policies and procedures for the Town of Erie Adopt-A-Road program. Each person understands that Town of Erie reserves the right to modify the scope of the program if, in the opinion of the Town of Erie, the organization's size is inconsistent with the road section as identified above. Each person realizes that working on this project may involve risks and hazards, including the risk of injury to each person in the organization. Each person in the organization is aware of the risks and hazards inherent in participating, and each person hereby assumes sole responsibility for all such risks that could result in such injury, and each person holds harmless and waives all claims against Town of Erie and its respective agents, representatives, officers, employees, successors, assigns and insurers. The signer hereof represents and warrants that signer has the authority to make the assumption of risk and waiver on behalf of each person in the organization.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Title: \_\_\_\_\_

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**APPROVAL**

\_\_\_\_\_  
Frank McIlwain  
Operation and Maintenance Supervisor

Date: \_\_\_\_\_

*Town of Erie*  
*Adopt-A-Road Program*  
**Group Leader Checklist**

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**BEFORE EVERY CLEANUP:**

- Notify the Adopt-A-Road Program Coordinator (303-926-2883) of cleanup date.
- Pick up supplies from Program Coordinator during work hours (7am to 3pm Monday through Friday).
- Notify your group of meeting place and time.
- Verify all participants have signed a “Waiver and Release Agreement”
- Walk or drive your road segment prior to meeting with your group to note construction areas and other hazards.

**AT THE MEETING PLACE:**

- Take a head count. Divide into teams as appropriate. Each team must have a Team Leader.
- Make sure there is at least 1 adult for every 5 participants under 16 years of age and that all participants are at least 12 years old.
- Hand out safety vests.
- Ensure that participants are not under the influence of drugs and alcohol.
- Review Cleanup & Safety Procedures with the group

**AT THE CLEANUP SITE, TEAM LEADERS SHOULD:**

- Set up advance warning signs
- Check that cars are parked as far off the road as possible.

**AFTER THE CLEANUP:**

- Collect safety vests.
- Notify Adopt-A-Road Program Coordinator by phone that cleanup is complete.
- Report where trash bags are located
- Return all Supplies to Program Coordinator