

**ADOPT-A-ROADWAY AND WORK PLAN
AGREEMENT**

REQUIREMENTS:

1. Must adopt at least 0.5 miles of roadway on both sides of road.
2. Pick up trash at least one (1) time each six (6) month period.
3. Inform Public Works Department Office at **636-797-5340** at least 24 hours in advance of doing any work on the right-of-way.
4. Hold a safety and instructional meeting prior to each cycle of work on the roadway.
5. Advise the workers of potential hazards of working on the roadway.
6. Insure that all workers vehicles will be parked beyond the roadway shoulders.
7. Each person participating in the program shall wear an **ORANGE** safety vest while cleaning the road.
8. Pick up no litter beyond the roadway. The County will not accept any litter beyond the roadway.
9. Follow all the **ADOPT-A-ROAD PROGRAM RULES**.

The Jefferson County Public Works Department will provide the necessary trash bags at 725 Maple Street, Hillsboro, Missouri.

Only County issued bags will be picked up off roadway.

Jefferson County, Missouri
Summary of Adopt-A-Highway Program Rules

PURPOSE

- (1) The purpose of the Adopt-A-Highway Program is to increase public awareness of the environmental needs along Jefferson County's Highways and to provide volunteer community support for anti-litter and highway beautification programs. It will reduce litter along the highways, enhance the environment and beautify Jefferson County's roadsides.

DEFINITIONS

- (1) Adopted section – a particular section of County highway right-of-way designated by the Department to be adopted by the volunteer individual or group participating in the Adopt-A-Highway Program.
- (2) Adopter – the individual or group approved by the Department to be a participant in the Adopt-A-Highway Program.
- (3) Adopter representative – a group member designated to represent the volunteer group and serve as its liaison with the County and is usually the person who signs the Agreement.
- (4) Agreement – the written agreement between the volunteer individual or group adopting a section of highway right-of-way and the County.
- (5) Applicant – the individual or group applying for participation in the Adopt-A-Highway Program.
- (6) County – the County of Jefferson, Missouri, or its authorized representative.
- (7) Department – the Jefferson County Public Works Department.
- (8) Litter – any unsightly matter that may include, but is not limited to, disposable packaging, containers, cans, bottles, paper and cigar or cigarette butts. Litter does not include hazardous, heavy or large items.
- (9) Program – the Adopt-A-Highway Program.
- (10) Program activity – litter pickup and/or beautification and/or mowing.

APPLICATION FOR PARTICIPATION

- (1) Eligible adopter. Eligible adopters include civic and non-profit organizations, commercial and private enterprises and individuals. The program is not intended as a means of providing a public forum for the participants to use in promoting name recognition or political causes. The County reserves the right to limit the number of adoptions for a single group.
- (2) Acceptance. The Department will have sole responsibility in determining whether an application is rejected or accepted and determining what highways will or will not be eligible for adoption.
 - (a) The Department may refuse to grant participation if, in its opinion, granting the request would jeopardize the program, be counterproductive to its purpose or have undesirable results such as increased litter, vandalism or sign theft.
 - (b) Applicant must adhere to the restrictions of all State and Federal nondiscrimination laws. Specifically, the applicant must not discriminate on the basis of race, religion, color, national origin or disability. Such discrimination disqualifies the applicant from participation in the program.
 - (c) Applicants with a history of unlawfully violent or criminal behavior will be prohibited from participation in the program.

AGREEMENT TERMS

- (1) If an application is approved, the adopted representative shall execute a written agreement with the County, and upon signing by both parties, the agreement becomes effective and provides for the group's participation in the program.
- (2) **Responsibilities of Adopter**

The adopter shall:

 - (a) Abide by all provisions contained in the agreement and any other terms and conditions as required by the Department;
 - (b) Abide by all safety requirements as listed in the Department's Safety Tips brochure;
 - (c) Have all members of the group participating in the program activity attend a safety meeting conducted by the adopter representative, or designee, before participation in any program activity;
 - (d) Properly use all safety equipment provided by the Department and perform the work in a safe and professional manner;
 - (e) Provide one (1) adult supervisor for every eight (8) participants between 13-17 years of age and one (1) adult supervisor for every four (4) participants between 6-12 years of age. No one under the age of 6 will be allowed to participate in the program;

- (f) Adopt a section of highway right-of-way for a minimum of three (3) years;
- (g) Collect litter along the adopted section a minimum of one (1) time every six (6) months or as required by the Department;
- (h) Adopt for litter pickup a minimum of ½ mile on both sides of roadway. Shorter lengths may be permissible in special circumstances;
- (i) Provided prior notice, as required before performing any program activity;
- (j) Restrict program activities to the areas of right-of-way outside the pavement and shoulder areas;
- (k) Perform program activity between the hours of one hour after sunrise to one hour before sunset and not during inclement weather;
- (l) Prohibit members from possessing, consuming, or being under the influence of alcohol or drugs while participating in the program;
- (m) Place litter in trash bags provided by the Department and place filled trash bags a designated location; and
- (n) Separate tires, batteries and other trash as needed for proper disposal according to local landfill requirements.
- (o) Indemnify and hold harmless the County and Department and their officers, employees and agents from any claim, lawsuit or liability, which may arise from adopter's participation in the program.

(3) Responsibilities of Department

The Department shall:

- (a) Determine the specific section of right-of-way to be adopted;
- (b) Install and maintain "Adopt-A-Road" signs, if desired by the adopter, at both ends of the adopted section. In cases of damage or theft of signs, the County will replace the signs once within a one (1) year period.
- (c) Provide the adopter with trash bags;
- (d) Provide the adopter with safety equipment; and
- (e) Remove and dispose of filled trash bags from the adopted section as soon as practical after the litter pickup is finished.

TERMINATION OF AGREEMENT

The County reserves the right to terminate the agreement and remove the signs when:

- (a) In the sole judgment of the Department it is found the adopter has not met the terms and conditions of the agreement.
- (b) When there is concern about safety of the adopter, traveling public or County employees.

SIGN SPECIFICATIONS

- (1) The signs shall:
 - (a) Identify and recognize the adopter, but are not intended to be an advertising medium;
 - (b) Be designated by the Department regarding size, color, location, and text;
 - (c) Have the actual name of the adopter with no telephone number, logos, slogans or addresses with verbiage kept to a minimum.
- (2) The signs shall not contain wording which is obscene or profane or implies an obscenity or profanity;
- (3) The erection of a sign is not a requirement for participation in the program. The Department, at their sole discretion, may refuse to erect a sign.