

WASCO COUNTY
PUBLIC WORKS DEPARTMENT

ADOPT-A-ROAD PROGRAM

SECTION 1.0 PURPOSE

The purpose of this program is to provide citizens of Wasco County an opportunity to control litter, beautify and clean roadsides and improve the appearance of the County road system. This program is intended to encourage and facilitate involvement of volunteer groups in litter clean up work, each group on a specific section or road. This program shall be called the Wasco County Adopt-A-Road Program.

SECTION 2.0 STATEMENT OF NONDISCRIMINATION

The Wasco County Public Works Department shall not discriminate against or deny any applicant or member of any applicant group, permission to participate in the program because of race, color, handicap, creed, sex, national origin, religion, familial status origin, religion, familial status or martial status.

SECTION 3.0 SCOPE

Any person as defined by section 4.0, may adopt a section of County road for the purpose of picking up and removing litter, trash or debris from a County road right-of-way. Work activities may also include maintenance of landscaping improvements.

SECTION 4.0 DEFINITIONS

- 4.1 Applicant is defined as the individual, group or person adopting the section of road.
- 4.2 Department is the Wasco County Public Works Department.
- 4.3 Director is the Director of the Wasco County Public Works Department or his/her authorized representative.
- 4.4 Participant is defined as an individual or member of an applicant group actually performing work on the road under this program.
- 4.5 Person is defined as including individuals, corporations, associations, firms, partnerships, and joint stock companies, members or community benevolent nonprofit organizations.

- 4.6 Spokesperson is defined as the individual chosen by an applicant group to represent the group.

SECTION 5.0 APPLICATION

- 5.1 The applicant's spokesperson must apply in writing to the Department by completing an application form. The form to be is set forth as Exhibit "A" to these rules.
- 5.2 The applicant shall agree to pick up litter at least twice a year for a minimum of two years. This frequency may be modified (increased or decreased) by the Director, subject to the condition and appearance of the road.
- 5.3 The applicant agrees to obtain and submit to the County prior to commencing work, a wavier of liability releasing Wasco County and its agents pursuant to the form set forth as Exhibit "B" to these rules.
- 5.4 The applicant shall obtain and submit to the County prior to commencing work, a release of liability from the parent or guardian of each minor participant between the ages of 12-18. The form of release to be obtained is set forth as Exhibit "B" to these rules.
- 5.5 Each participant shall be required to comply with, and abide by, all laws, rules and regulations relating to safety and use of the road and such other terms and conditions as may be required by the Department for special conditions on a particular adopted road section.
- 5.6 If more than one applicant requests the same section of road(s), the Director may make the selection based on the earliest date of application or by a drawing.
- 5.7 Individual participants or applicants may be excluded from participation or the permit cancelled at the discretion of the Director for violations of this section.

SECTION 6.0 PERMIT ISSUANCE: DEPARTMENT CONSIDERATION

- 6.1 Upon successful application, the Director will issue a permit to qualifying applicants.
- 6.2 The Department will evaluate the merits of the application to assess permit issuance to include but not limited to the following criteria:
- a. The number of individuals to participate;
 - b. The amount of adult supervision being provided for groups involving minors;
 - c. The attendance by the individual participants at safety meetings as may be required

by the Department;

- d. The Road Section being requested by applicant group or individuals; and
 - e. Past performance by the applicant.
- 6.3 The permit shall set forth the following:
- a. Identification of the designated section of road. The volunteer group may request a specific section of road it wishes to adopt; however, the final assignment shall be at the discretion of the Director.
 - b. Specification of the duties of the volunteer group.
 - c. Specification of the responsibilities of the volunteer group.
 - d. Duration of the agreement.
 - e. Specification of the duties and responsibilities of the Department.
- 6.4 The Director shall not issue a permit under this program to any applicant whose objectives and values are determined to be inconsistent with the public interest, the County's responsibilities under Oregon Law, County Ordinance, or Contrary to Oregon Law.
- 6.5 The permit is only applicable to the named group. The permit may not be subcontracted or assigned to any other person. The work shall be accomplished by the named permit holders and pursuant to the terms and conditions on the permit.

SECTION 7.0 DUTIES OF PARTICIPANTS

- 7.1 The participants shall pick up litter on the designated and assigned roads.
- 7.2 The participants shall pick up litter at least twice per calendar year. All activities shall take place during daylight hours.
- 7.3 The participants shall select dates for litter pick up in advance and inform the Department on pick up dates. The litter pick up dates are subject to approval of the Department.
- 7.4 The participants shall confine the cleanup work to the area between the edge of the traveled portion of the road and the outer shoulder of the right-of-way boundary. Participants shall not pick up litter or perform any landscape activities in the road median unless specifically permitted. Participants shall not perform any work in the traveled portion of the roadway.

- 7.5 Participants shall place all litter in trash bags. Participants shall transport trash bags to a central point agreed upon with the Director or Road Superintendent. Any bulky items shall be left along the shoulder or in the ditch away from the travel portion of the roadway.
- 7.6 Participants shall conduct safety training for all participants prior to commencement of work, and shall review safe work practices with all participants prior to every work session.
- 7.7 Participants shall install temporary traffic warning signs and devices as required by the Department and specified in the permit prior to commencement of work.
- 7.8 Participants shall provide adequate adult supervision for all participants under 18 years of age. No person under 12 years of age shall be allowed to participate.
- 7.9 Participants shall pick up and return all equipment or supplies borrowed from the Department during regular business hours within one week of their use.
- 7.10 The participants shall not remove any material that might be hazardous, to include hypodermic needles, hazardous chemicals, batteries or items too heavy to be moved by hand. The location of these hazardous or heavy materials shall be reported to the Department.
- 7.11 The participants are responsible for appointing or selecting a spokesperson. The spokesperson shall ensure compliance with safety procedures, proper participant clothing which includes, without limitation, work gloves, appropriate shoes, light colored clothing, and, if applicable, rain gear, insect repellent and sunscreen. The spokesperson shall also ensure that participant vehicles be parked off the traveled portion of road at a safe location, provide a first-aid kit, adequate drinking water and arrange transportation to and from the work site.

SECTION 8.0 DUTIES AND RESPONSIBILITIES OF THE DEPARTMENT

- 8.1 The Department shall furnish work area signs, trash bags, reflective vests and safety awareness information for applicant safety meetings.
- 8.2 The Department will furnish and erect two (2) acknowledgment signs, one at each end of the adopted roadway section with the groups name or acronym displayed. If the Department determines that the signs would create an unsafe condition for persons using the road, it may chose not to erect the signs. The signs will be removed when the permit is cancelled or terminated.
- 8.3 The Department will remove the filled bags from the pre-agreed central collection point for disposal and pay for the cost of disposal. The Department will remove landscaping

debris if it is bagged and/or piled at a location as directed by the Department.

- 8.4 The Department will arrange for removal of large, heavy, or hazardous material and hypodermic needles from the adopted road section.
- 8.5 The Department will assign a suitable road site for adoption. The Department may refuse to assign a particular road section at its discretion.
- 8.6 The Department will inspect all requested adoption sites to evaluate sight distance, vehicle speeds, traffic volumes, and adequate shoulder width.

SECTION 9.0 SIGNAGE STANDARDS

- 9.1 Signs will be installed only for those groups who commit to two (2) or more years of clean up efforts and Adopt-A-Road or combination of roads that is at least 1 mile in length (shoulder miles).
- 9.2 Signs will be of standard size.
- 9.3 Signs will be erected in accordance with County sight distance standards. No signs will be installed if it obstructs visibility of motorists or pedestrians or creates a safety hazard.
- 9.4 Signs will be standardized and read as follows:

"WASCO COUNTY ADOPT-A-ROAD PROGRAM"

... followed by the group's name, initials or acronym.

- 9.5 Signs with any special logo, graphics or art work requested by the applicant must be submitted to the Department for approval. The extra cost of preparing said sign shall be paid by the applicant.
- 9.6 Business names should be in the same format as the local telephone directory.
- 9.7 The Department reserves the right to refuse any wording which might confuse the public or be offensive or obscene.
- 9.8 Signs will be installed by the Department as time and materials are available pursuant to this section and section 8.2.
- 9.9 Signs will be removed by the Department upon the expiration of the permit or upon failure of the group to comply with these procedures or the conditions of the permit.

SECTIONS 10.0 REVOCATION OF A PERMIT

- 10.1 The Department reserves the right to revoke any issued permit for any violation of these procedures, the conditions of the permit or Oregon Law.
- 10.2 The Department reserves the right to revoke any issued permit for any unsafe, hazardous or unlawful activity by any participant or group.
- 10.3 The Director may request information of the applicant such as Bylaws, Articles of Incorporation or any other similar information to evaluate the applicant. Failure to supply such information upon request may be grounds for denial of the permit.
- 10.4 The Department shall issue the cancellation in writing to the permit holder. The cancellation is effective immediately upon mailing.
- 10.5 The applicant may cancel the permit within thirty (30) days written notice to the Department.

SECTION 11.0 RENEWAL OF PERMIT

- 11.1 The applicant has the option of renewing the permit for subsequent terms subject to the approval of the Department.
- 11.2 A new permit with all the relevant terms and conditions shall be issued upon receipt of a written request for renewal.

SECTION 12.0 CANCELLATION OF PROGRAM

- 12.1 The Department may cancel, alter or modify this program or any permit without further notice.
- 12.2 The Department shall notify in writing any applicant of any changes affecting the scope of requirement of issued permits.

WASCO COUNTY

ADOPT-A-ROAD

SAFETY RULES

I. PURPOSE

These safety rules are designed for your protection as well as other people you will be working with. Your group spokesperson is responsible to ensure compliance with these safety rules and all participants shall abide by these rules. Abiding by these safety rules will help make your adopt-a-road litter pick up work a positive experience.

II. CLOTHING

Proper participant clothing shall generally include, without limitation, the following:

- A. Work gloves
- B. Light colored clothing
- C. Long pants/jeans
- D. Long sleeve shirts
- E. Appropriate shoes (preferably leather shoes with durable soles)
- F. County provided international orange or red safety vest - worn at all times. The only exception is yellow rain gear.

III. WORKING IN TRAFFIC

- A. Litter shall be picked up only from one side of the road at a time.
- B. Participants shall not work on both sides of the road at the same time.
- C. Participants shall not work in the traveled portion of the road. The work area shall be confined from the edge of the paved road to the outer right-of-way boundary.
- D. Participants shall only cross a road at right angles and shall cross as quickly as possible when safe to do so. Crossing shall not be done on a curve, top of a hill or any location where sight distance is short or impaired.

- E. Where the road right-of-way is narrow, participants shall work in the direction facing oncoming traffic.
- F. Litter, litter bags, stones or any object(s) shall not be thrown across the road.
- G. Filled litter bags or bulky items shall not be placed on the asphalt or traveled portion of the road. Litter bags or bulky items shall only be placed at a safe distance off the asphalt or travelled portion of the road along the shoulder or in the ditch.

IV. PARTICIPANT VEHICLE OPERATION

- A. Participants shall exercise safe driving practices and shall obey all road traffic signs in the adopted work area.
- B. Safe Driving Rules:
 - 1. Always be courteous
 - 2. Be extremely careful when backing up a vehicle.
 - a. Where possible, park so that backing is not necessary
 - b. Get out and check to see if backing is safe, and the way is clear. Use a guide if necessary.
 - c. Back up slowly
 - d. Never back for long distances or around corners
 - e. Consider all possible alternatives prior to backing your vehicle.
- C. Participant vehicles shall not be operated while any door is open.
- D. Turnaround in safe places (adequate sight distance in either direction).
- E. Participants shall not ride on any external portion of the vehicle, (ie. fender, hood, running board, etc.)

V. SAFE PARKING

- A. Participant vehicles shall be parked in a safe place off the traveled portion of the road.

- B. Obey all designated parking signs.
- C. Participant vehicles shall not be parked such that they obstruct visibility of any official road directional sign.
- D. Unoccupied vehicles shall have the engine turned off with parking brake on.
- E. Use good judgement at all times.

VI. SIGNAGE

- A. A freestanding sign provided by the Department shall be placed on the shoulder of the road behind the work group, at the beginning of each work area, identifying the litter patrol activities ahead.
- B. There shall be a maximum of one mile separation between the sign and any of the group participants.

VI. HAZARDOUS SUBSTANCES

- A. Items that are suspected of containing hazardous or toxic substances shall be left untouched and the area around them shall be avoided. Report all findings and their location to the Department. Examples of such materials include pesticide containers, barrels, drums, powders or fertilizer containers.

VII. INFECTIOUS CONTROL

- A. Precautionary measures shall be taken to prevent exposure of infectious diseases such as Hepatitis. Sources of probable germs are soiled disposable baby diapers, sanitary napkins, spoiled food, spoiled food residues in fast food containers, dead animals, and human waste.
- B. Preventative measures include:
 - 1. Wash hands with soap and water before eating or smoking
 - 2. Avoid contact with germs in the eyes and open cuts, scratches, sores, and rashes.
 - 3. Open cuts or scratches shall be cleaned/washed, medicated and bandaid/bandaged immediately.
- C. Occasionally hypodermic needles may be found. These needles are source of Hepatitis and AIDS. **DO NOT** touch or handle any needles. Report all findings and their location

to the Department.

IX. WEIGHT OF LITTER BAGS

- A. The total weight of any litter bag regardless of size (32 gallon to 55 gallon) shall not exceed 30 pounds. A general rule of thumb is that anyone can lift a filled litter bag with one hand up to his or her waist.

X. FOREIGN OBJECTS IN LITTER BAGS

- A. There shall be no objects placed in a litter bag so as to cause tearing of bag or a protruding object that could cause personal injury to a person picking up the bags for disposal. These objects shall be collected and placed next to the filled litter bag or along the road shoulder where traffic will not hit it.

XI. MISCELLANEOUS

- A. The use of any controlled substances (drugs, alcohol) is strictly prohibited.
- B. Rock throwing or the throwing of any item is strictly prohibited.
- C. Avoid poison oak/ivy and other noxious weeds.
- D. Headsets or anything else which may affect your hearing is prohibited.
- E. No one under the age of 12 may be on site. Adult supervision is required for participants between the age of 12 and under 18.
- F. Adult behavior shall be exercised at all times.