



Public Works Department

ADOPT-A-COUNTY ROAD PROGRAM

Thank you for your interest in the Adopt-A-County Road Volunteer Program. Enclosed is an application along with a complete packet explaining the policies, procedures and safety rules of the program.

Boulder County has modeled the Adopt-A-County Road program after a national effort for keeping our roadway litter-free. If you elect to participate, your organization would be responsible for trash clean-up and collection of recycle materials along a stretch of eligible roadway.

If you have any further questions regarding this volunteer program, please contact our Adopt-A-County Road coordinator at 303-441-3900. Complete the application and return to Boulder County Public Works. You can submit by mail (address below) or email it to adoptaroad@bouldercounty.gov.

We appreciate your interest in helping to keep Boulder County clean with our volunteer Adopt-A-County Road program.

Boulder County Public Works
Adopt-A-County Road Coordinator
PO Box 471
Boulder, CO 80306
Office: 303-441-3900

<https://bouldercounty.gov/transportation/road-maintenance/adopt-a-county-road/>



Public Works Department

Adopt-A-County Road Application Form and Hold Harmless Agreement

ORGANIZATION INFORMATION

Organization Name (as it would appear on roadway recognition sign): _____

Contact Name: _____ Email: _____

Contact Address: _____ Approximate Number of Participants: _____

City: _____ State: CO Zip: _____ Phone: _____

ADOPTION INFORMATION

Name of Road: _____ Road Number: _____

Location: From _____ to _____ Approximate Mileage: _____

APPLICANT STATEMENT

I have read and agree to the policies and procedures for the Boulder County Adopt-A-County Road program. I understand that Boulder County reserves the right to modify the scope of the adoption if, in the opinion of the County, the adopting organization's size is inconsistent with the highway section as identified above. I realize that working on this project may involve risks and hazards, including the risk of injury to me. I am aware of the risks and hazards inherent in participating and do hereby assume sole responsibility for all such risks that could result in such injury and waive all claims against Boulder County and their respective agents, representatives, officers, employees, successors, assigns and insurers.

_____ Date: _____

Applicant's Signature & Title

APPROVAL

_____ Date: _____

Steve Durian, Director

Boulder County Public Works Department

Claire Levy County Commissioner **Marta Loachamin** County Commissioner **Ashley Stolzmann** County Commissioner

Physical Location • 2525 13th Street • Boulder, Colorado 80304 • Tel: 303.441.3900

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Adopt-A-County Road Safety Review Policies and Procedures

Please initial each line and return with your packet.

1. Initial: _____ Each participant will be required to sign a “Waiver and Release Agreement”.

2. Initial: _____ Part of the Waiver and Release Agreement Form consists of everyone viewing the methamphetamine lab waste video. This is a short 7-minute video explaining the hazards that may be found alongside roadways.
 - If your organization has web access you can view as a group or individual by visiting: <https://www.codot.gov/programs/adopt-a-highway/videos.html>

3. Initial: _____ 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 following criteria and availability.
 - A 2-mile section of roadway is preferred between road intersections or a logical ending point.
 - The adopted road segment must have a minimum traffic volume of 1,000 cars per day as measured by the Boulder County Public Works Department.
 - The adopting organization must notify the Boulder County Public Works Department once they decide to terminate their commitment and return any supplies provided.
 - While an adopting organization may request to adopt a particular road segment, availability may be limited, and Boulder County may need to assign a road segment other than the one requested.

4. Initial: _____ During the one-year commitment, the adopting organization will remove trash from the designated roadway a minimum of two times a year. This will occur between the first weekends of April through mid-October weather permitting. Weekends are preferred but cleanups are scheduled by the group leader. We ask that you notify the Public Works Department of your scheduled cleanup date as there may be construction projects in progress.

5. Initial: _____ The Public Works Department provides the following supplies:
 - Large orange bags; 12 bags per mile of adopted road used for trash and recyclable items
 - 1 Orange safety vests per participant

6. Initial: _____ The Public Works Department will dispose of the filled orange trash bags left along the roadside once the accomplishment form has been received or the cleanup is completed and reported.

7. Initial: _____ The Public Works Department will install a standard information sign at each end of the adopted roadway acknowledging the adopting organization. **Phone numbers or URL’s are not allowed on the signs.** The signs will remain in place throughout the adoption period.

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8. Initial: _____ The adopting organization agrees to participate in the Boulder County Recycling Program by separating recyclable materials during their pickup.
9. Initial: _____ The Adopt-A-County 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.
10. Initial: _____ The Adopt-A-County Road Program is open to any group, family or single individual. Boulder County reserves the right to use its discretion in selecting adopting organizations.
11. Initial: _____ Participants must be 12 years old and up. Any groups with members between 12-16 years old must be supervised by an adult (18 years and older). At least one adult is required for every 5 participants between 12-16 years of age.
12. Initial: _____ The designated group leader is required for each organization to serve as the liaison with the Boulder County Adopt-A-County Road Program Coordinator. The group leader is the responsible party who is signing the application, scheduling cleanups, obtains supplies from the Public Works Department and ensuring compliance with the Cleanup and Safety Procedures are being followed. The group leader will submit the required accomplishment document to the Public Works Coordinator for ever completed cleanup.
13. Initial: _____ A designated Team Leaders must be assigned to every scheduled cleanup event and are responsible for ensuring that participants in his/her team complies with the Cleanup and Safety Procedures.
14. Initial: _____ Completion and submission of an Accomplishment Form are required after each completed cleanup. This assists the Public Works Department staff in monitoring the success of the program and maintaining an appropriate level of supplies.



Public Works Department

WAIVER AND RELEASE AGREEMENT BOULDER COUNTY

THIS IS A RELEASE OF LIABILITY, PLEASE READ CAREFULLY BEFORE SIGNING

In order for me or my child to participate as a volunteer in Boulder County's **Adopt-A-County-Road Program**, through the Boulder County's **Public Works Department**, and after due consideration of my or my child's age, health, physical condition, and ability, and the inherent risks and personal risks involved in this activity, I voluntarily agree to assume all risks of loss that arise out of my or my child's participation and agree to waive any and all claims against Boulder County and the other parties described below.

I hereby release, and agree to indemnify and hold harmless Boulder County, the Board of County Commissioners and any of their respective employees, agents, officers, representatives, successors, assigns, and insurers from liability for any injury, loss, or damage to my person or my child, or property, whether anticipated or unanticipated, resulting from my participation in any activities contemplated by this Agreement.

I realize that working on this program may involve risks and hazards, including the risk of injury, to my child or me. I am aware of the risks and hazards inherent in my or my child's participation and do hereby assume sole responsibility for all such risks and waive all claims against Boulder County and their respective agents, representatives, officers, employees, successors, assigns and insurers.

I do hereby acknowledge that I have viewed the Methamphetamine video provided by the Boulder County Public Works Department and/or watched it on the Colorado Department of Transportation's website.

I agree that my child or I will abide by the rules and regulations of Boulder County while participating on this program. I hereby acknowledge that I have read, understood and voluntarily agreed to the foregoing waiver and release agreement.

Adopt-A-Road Group Name: _____

Print adult or child's name: _____

Address: _____

Phone: _____ E-mail: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

SIGNATURE OF PARENT OR GUARDIAN IF VOLUNTEER IS UNDER 18 YEARS OF AGE

*Thank you for offering to volunteer or have your child volunteer with Boulder County,
Volunteers play an important role in Boulder County's program and services
And we are grateful for your interest!*



Public Works Department

BOULDER COUNTY VOLUNTEER PHOTO CONSENT AND RELEASE

By signing this form, I voluntarily consent to have my or my child's photograph taken and by this consent give permission for such photograph(s) to be published. Further, if I take and submit a photograph(s) of my child or me to Boulder County, I also give permission for such photograph(s) of my child or me to be published. I also agree that any such photograph(s) of my child or me referenced above in this paragraph may be published in any media including, but not limited to, newsletters, websites, videos, and press releases. I hereby also release and discharge the photographer of my child or me from any and all claims, including any claims for libel and/or invasion of privacy that may arise out of or in connection with the use of the photographs to which I have agreed herein.

Adult or Child's Name: _____
Print

Address: _____ City: _____ Zip: _____

Phone #: _____ E-Mail: _____

Signature (**Required**): _____

(If volunteer is under 18 years of age, parental/guardian signature is required.)

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Adopt-A-County Road Cleanup and Safety Procedures

Cleanup & Safety Procedures MUST be reviewed with the entire group prior to EVERY cleanup

1. **PARTICIPANTS SHOULD MEET AT A DESIGNATED AREA PRIOR TO YOUR SCHEDULED CLEANUP 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 ALL participants.
2. **ALWAYS WEAR FURNISHED SAFETY VEST**
 - This vest is to provide motorists with the ability to see the participant(s) and is necessary for the participant(s) safety.
3. **STAY OFF THE ROADWAY WHEREVER POSSIBLE**
 - All participants should be off the pavement and in the shoulder area for maximum safety when working.
 - Divide into two groups to patrol both sides of the road at one time and minimize crossing the roadway.
4. **GROUPS WITH MEMBERS YOUNGER THAN 16 YEARS OLD MUST BE SUPERVISED BY AN ADULTS 18 YEARS OR OLDER**
(1 adult for every 5 participants under the age of 16).
 - All participants MUST be 12 years old and older.
 - Any participants 12-16 must be supervised.
5. **LEAVE YOUR PETS AT HOME**
6. **PARK VEHICLES AWAY FROM AREA TO BE CLEANED**
 - Vehicles parked along the roadside in the cleanup area can cause participants to walk into the roadway, creating a dangerous situation.
 - Carpooling is an effective way to reduce the number of vehicles at the site, as well as conserve energy and minimize pollution.
 - Park as far off the road as possible.

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7. **OBSERVE ALL PEDESTRIAN LAWS AND SAFETY PRACTICES**
 - This includes, but is not limited to, facing oncoming traffic when walking along shoulders, looking both directions before crossing, crossing at corners when possible, etc.
 - Stay away from construction sites, county maintenance activities, bridges, ramps, and intersections.
 - Cleanup activities should be performed off the roadway only. Do not perform cleanup activities in the roadway itself.
 - Appoint a spotter to observe traffic conditions when working near roadway or a narrow shoulder.
 - Remember, this is for your protection.

 8. **KEEP FILLED LITTER BAGS OFF OF PAVEMENT IN SHOULDER AREA**
 - This keeps the traveled way clear for motorists and safer for pedestrians.
 - Put all recyclables (aluminum, steel, glass, etc.) into a separate bag marked with an “R”. Recyclables do not have to be further separated.
 - Large items such as tires, lumber or other items that will not fit into the plastic litter bags should be placed along side of the road. Please do not put these items on the paved surface.

 9. **NOTIFY THE SHERIFF'S DEPARTMENT IMMEDIATELY IN CASE OF EMERGENCY** Dial **911** in case any emergency arises.

 10. **PLEASE BE COURTEOUS TO DRIVERS**
 - Being discourteous to drivers only creates more problems and can endanger others.
 - Never distract motorists with horseplay or abrupt, erratic movements.
 - If a situation arises where a motorist is creating problems for participants notify the sheriff's department immediately as they are trained to deal with criminal and dangerous acts. **Do not take the law into your own hands.**

 11. **DRESS APPROPRIATELY FOR THE WEATHER AND TAKE NECESSARY PRECAUTIONS.** Clothing, liquids, and protection from the elements are all vital for a safe and healthy day. Wearing gloves is recommended.

 12. **LARGE GROUPS SHOULD BE DIVIDED INTO TEAMS OF 12 OR FEWER.**
Each team must be designated a team leader.

 13. **LITTER PICKUP MAY BE PERFORMED ONLY DURING DAYLIGHT HOURS AND IN GOOD WEATHER CONDITIONS.** Avoid peak traffic hours and abandon the cleanup if the weather turns inclement during your scheduled group cleanup and reschedule.

 14. **ALCOHOLIC BEVERAGES AND DRUGS ARE PROHIBITED AT ALL TIMES.**

 15. **PARTICIPANTS SHOULD AVOID POTENTIALLY DANGEROUS or HAZARDOUS MATERIALS AS WELL AS ANY OBJECTS 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 Public Works Department should be notified of the location and county personnel will remove the substance or items.
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Public Works Department

Adopt-A-County Road Group Leader Checklist

BEFORE EVERY CLEANUP:

- ___ 1. Check County's website for any updates or additional information to share with your group:
<https://bouldercounty.gov/transportation/road-maintenance/adopt-a-county-road/>
- ___ 2. Notify your group of meeting place and time.
- ___ 3. Verify all participants have watched the Methamphetamine Lab Waste Video and have signed and submitted the "**Waiver and Release Agreement**" for Boulder County.
- ___ 4. Walk or drive your road segment prior to meeting with your group to note construction areas and other hazards. Share this information with your group in your safety talk.
- ___ 5. Remember to bring a first aid kit, plenty of water and directions to the nearest hospital.

AT THE MEETING PLACE:

- ___ 1. Take a head count. Divide into teams as appropriate. Each team must have a Team Leader assigned.
- ___ 2. 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.
- ___ 3. Check for appropriate clothing. Hand out safety vests.
- ___ 4. Ensure that participants are not under the influence of drugs and alcohol.
- ___ 5. Review Cleanup & Safety Procedures with the group! This MUST be done before EVERY cleanup.

AT THE CLEANUP SITE, TEAM LEADERS SHOULD:

- ___ 1. Check that cars are parked as far off the road as possible and that all participants are wearing their safety vests and gloves.

AFTER THE CLEANUP:

- ___ 1. Collect All safety vests.
- ___ 2. Thank all group members for their hard work!
- ___ 3. Accomplishment Form can be submitted via fax 303.441.4594, email adoptaroad@bouldercounty.gov or electronically by going to <https://bouldercounty.gov/transportation/road-maintenance/adopt-a-county-road/>
4. When reporting your cleanup provide the following information:
 - a. How many participants
 - b. How many hours
 - c. How many bags of trash that were collected
 - d. How many bags of recyclable items collected
 - e. Along with location of any hazardous materials including animal carcasses or large items.

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Adopt-A-County Road Accomplishment Form

This form is used by the Adopt-A-County Road Program Coordinator to keep track of program participants and the number of organized road cleanups. Please remember to always report ALL required information after each cleanup.

Organization Name: _____

Group Leader Name: _____ Phone#: _____

Road Adopted: _____ Number of Miles Adopted: _____

Cleanup Date: _____ Number of Volunteers: _____

Number of Hours: _____ Number of Trash Bags: _____ Number of Recycle Bags: _____

Anticipated Date of Next Cleanup: _____

Special Notes:

Your cleanup information can be submitted in several ways:

1. Submit electronically by visiting - <https://boco.org/adopt-a-road-accomplishment>
2. Call in your information to 303-441-3900
3. Email your information to adoptaroad@bouldercounty.gov
4. Fax over your completed form to 303-441-4594.

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