



Development and Infrastructure Services Department

Operations Division

11000 N La Cañada Drive, Oro Valley, Arizona 85737 • 520-229-5070 • 520-229-5075 (Fax)

ADOPT-A-ROADWAY ADMINISTRATIVE GUIDELINES

1. GROUP CONTACT PERSON/SUPERVISOR

Each group is required to select a group contact person/supervisor to be “In Charge.” The contact person is responsible for:

- Conducting safety training with all members of group.
- Scheduling and organizing clean-ups. Clean-ups must be scheduled at least three days in advance in order for Adopt-a-Roadway (AAR) Program Coordinator to make the necessary arrangements. Please call between the hours of 8:00 – 3:00.
- Pick up grabbers, vest, trash bags, “Special Event Waiver” and “Clean-up Report Form”.
- Obtaining signatures on the “Special Event Waiver Form” and turning it in to the AAR Coordinator after each clean-up.
- Compiling information onto the “Clean-up Report Form” and turning it into the AAR Coordinator after each clean-up.
- Individuals under the age of 14 are not permitted to participate in the program.
- Individuals between 14 and 18 years of age must have the “Special Event Waiver Form” signed by their parent/guardian.
- For every group of 10 people under the age of 18, there must be one adult chaperone present during the clean-up.

2. SAFETY VIDEO

- The video is part of the safety training that the group contact person/supervisor must go through prior to the first clean-up event and at each renewal.

3. GRABBERS, SAFETY VEST, TRASH BAGS AND 2 FORMS

- Grabbers, safety vest, trash bags, Special Event Waiver Form and Clean-up Report Form may be picked up at the Operations Division office at 680 Calle Concordia between the hours of 8:00 AM and 5:00 PM, Monday through Friday, after contact person/supervisor has scheduled a clean-up.
- The grabbers, safety vests, unused bags and both forms must be returned to the Operations Division office as soon as possible, preferably the following business day after the clean-up. This helps to keep the supply of grabbers and vests on hand for the other groups.
- Fill the bags $\frac{3}{4}$ of the way. Tie a knot at the top of the bag to avoid trash from blowing out of the bag between the clean-up and their removal.
- Assemble filled bags at one or two locations. Keep the bags as far away from the edge of the road as possible. But, keep them in sight so that the Town of Oro Valley Maintenance Crew is able to find them.
- If the clean-up is canceled, please notify the AAR Coordinator as soon as possible. Otherwise, the coordinator will automatically issue a service request for the bag removal.
- If hazardous materials are found during the clean-up, please let the AAR Coordinator know of the location. The Town of Oro Valley will remove and dispose of them properly.