



## **Development and Infrastructure Services Department**

Operations Division

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### **POLICIES & PROCEDURES**

#### ***ADOPT-A-ROADWAY PROGRAM***

##### **I. Policy**

- A. The Town of Oro Valley, Development and Infrastructure Services (DIS) Department has a direct interest in reducing litter on our town roadways. This can be accomplished by litter cleanup and by encouraging motorists to dispose of litter properly. The Town of Oro Valley Adopt-a-Roadway Program assists in both ways.
- B. This program encourages non-profit, non-political organizations, families and individuals to pick up litter on a specific length of roadway. Appropriate recognition signs call motorist' attention to the litter control effort and credit the participants for their work. The DIS Department, will erect signs.

##### **II. Eligibility**

- A. Non-profit organizations will be allowed to pick up litter on designated sections of roadway under an encroachment permit subject to the Safety Rules and Regulations specified in Item III.
  - B. Families and individuals who are residents of Oro Valley, yet not necessarily associated with any organization, will be eligible to participate. The name of the organization, family or person that the work will be dedicated to will be placed on the recognition sign.
  - C. For-Profit organizations and political organizations will not be granted permits under this program. The Town of Oro Valley, DIS Department, is concerned that the recognition signs erected under this program would be construed as advertising if these organizations were allowed to participate. (Exceptions listed under item D.)
  - D. Non-profit organizations affiliated with for-profit organizations are welcome in this program. Examples of such non-profit organizations (all fictitious) are: TEP Volunteers  
Jim Click Little League  
Phelps-Dodge Recreation Club
- The name of the volunteer organization will be used on the recognition signs even if it includes the name of a For-Profit organization.

##### **III. Safety Rules and Regulations**

- A. The length of roadway section should be approximately one mile on one side of a roadway. Only roadway sections, which the Town Engineer considers suitable, shall be designated. Safety of Adopt-A-Roadway volunteers is a prime consideration.
- B. No permits shall be granted when site conditions are unsuitable for the group's age level. No pick ups on the medians are allowed due to safety concerns unless specifically authorized by the Town Engineer.
- C. No children younger than 14 years of age may participate or be permitted in the right-of-way for any reason. The group shall provide an adequate supervisor, at least one adult 21 years of age or older, for every ten members between the ages of 14 and 18 years of age.

- D. The DIS Department shall erect the recognition sign at the specified roadway for individual participants' sections. The Town Engineer reserves the right to approve, disapprove and/or edit names or acronyms to go on the sign.
- E. The DIS Department shall supply litterbags and remove and dispose of filled bags. All filled litterbags shall be placed off the roadside so as not to obstruct traffic or emergency use of roadside shoulders.
- F. The DIS Department shall provide safety vests to be worn by all Adopt-A-Roadway volunteers when working on the roadway right-of-way. Vests belonging to the DIS Department are to be returned within 2 working days after each use.
- G. The participating organization shall appoint an Adopt-A-Roadway supervisor from its membership to oversee its work on the right-of-way.
- H. All Adopt-A-Roadway supervisors MUST complete a safety course given by the DIS Department personnel prior to first litter pick up. All other Adopt-A-Roadway volunteers should be encouraged to attend the safety course provided by the DIS Department.
- I. Prior to EACH litter pick up, all Adopt-A-Roadway volunteers shall be instructed in safety precautions by their Adopt-A-Roadway supervisor.
- J. All Adopt-A-Roadway volunteers shall at all times adhere to the safety requirements listed in the brochure entitled "Adopt-A-Roadway, Safety Rules and Regulations."
- K. The participating organization shall be required to pick up roadside litter a minimum of four (4) times a year, or as necessary, to keep its area relatively clean based on evaluation by the Town of Oro Valley.
- L. Participating organizations MUST coordinate their pick up schedules with the DIS Department to prevent conflicts over the use of the roadway right-of-way.
- M. A liability insurance certificate shall not be required.
- N. Each participant (or parent/guardian of a minor) shall be required to sign a waiver for EACH pick up event before work commences in the right-of-way. *See the handout entitled, Town of Oro Valley ~ Adopt-A-Roadway Special Event Waiver form. ( Hold Harmless)*
- O. The permit shall be issued for a minimum period of two years. Permits may be revoked at any time at the Town Engineer's discretion for failure to comply with these safety rules and regulations. Permits are renewable if the organization has maintained its segment of right-of-way per the policies & procedures.
- P. The Town of Oro Valley, DIS Department may impose additional conditions as it sees necessary.

#### IV. Procedures

- A. Interested organizations should contact the Adopt-A-Roadway Coordinator. The Adopt-A-Roadway Coordinator will explain and discuss the Adopt-A-Roadway Program with a responsible representative of the interested organization, emphasizing the program involves significant physical work that must be done safely on a reasonably frequent basis for at least two years.
- B. A modified right-of-way encroachment permit must be completed by the applicant and approved by the Town Engineer. *See the enclosure entitled "Application for Permit to use Town of Oro Valley Roadway Right-of-Way".*
- C. If a roadway section is available to applicant it will be assigned to the applicant at that time. If there is not an available roadway at the time the applicant will be placed at the next available position on the general waiting list. When a roadway section becomes available for adoption the applicant that is highest on the list will have the first opportunity to adopt.
- D. In order to assure fairness to all applicants waiting to adopt roadways all applicants need to wait their turn on the general waiting list. If an applicant does not wish to adopt the roadway section offered but wants to be placed on a specific roadway adoption list a waiting list will be started for that roadway. If the specific roadway section already has an existing list then they will be placed in the next available position on the list.

- E. The Adopt-A-Roadway Coordinator will share the list with any applicant requesting their current status on the list.
- F. Once a year all applicants will receive a copy of the current waiting list along with any new information regarding the Adopt-A-Roadway Program. A new application form will also be included for applicant to complete and return to assure existing information is correct and applicant is still interested in adopting a roadway.
- G. Adopt-A-Roadway permits are valid for two years with the option to renew.
- H. The Permittee submits to the DIS Department a single waiver form signed by all participants for EACH pick up event.
- I. Applicants arrange through the DIS Department to schedule safety training at the beginning of the contract and at each renewal.
- J. The Adopt-A-Roadway Coordinator will arrange for the fabrication and erection of the recognition sign. In order to provide the opportunity to any interested residents to adopt a roadway the town has budgeted minimal funds for the program but will accept donations from applicants wishing to donate for the cost of their sign. Approximate cost of the sign and installation is \$125.
- K. Applicants request issuance of safety vests, grabbers and litterbags.
- L. The Adopt-A-Roadway Coordinator will arrange for the filled litter bags to be picked up and disposed of properly.
- M. The participating organizations shall be required to pickup roadside litter on their adopted roadway section a minimum of four (4) times per year. The Town Engineer maintains the authority to revoke the organization's permit and reassign the roadway section if these minimum requirements and safety regulations are not met. The participating organizations will be contacted by phone and notice by mail at least 30 days prior to reassignment in order to give the participating organization the opportunity to meet all rules and regulations.