



**PIMA COUNTY DEPT. OF TRANSPORTATION  
ADOPT-A-ROADWAY  
ADMINISTRATIVE GUIDELINES**

**1. INTRODUCTION**

- Pima County Department of Transportation (PCDOT) has a direct interest in reducing litter on County roadways. Litter reduction can be accomplished by clean-up and encouraging drivers to dispose of litter properly. The PCDOT Adopt-a-Roadway Program accomplishes both.
- This program encourages non-profit and non-political organizations to pick up litter on a specific length of roadway. Appropriate signs calling a driver's attention to the litter control effort and crediting the non-profit organization for its work are erected by PCDOT.

**2. ELIGIBILITY**

- Non-profit organizations will be allowed to pick up litter on designated sections of roadway under an encroachment permit subject to the Rules and Conditions specified. Individuals and families are encouraged to participate.
- Profit organizations and political organizations will not be granted permits under this program. PCDOT is concerned that the signs erected under this program would be construed as advertising if these organizations were allowed to participate. However, they can participate per below.
- Non-profit organizations affiliated with for-profit organizations are welcome in this program. Examples of such non-profit organizations (all fictitious) are:
  - The Green Team
  - TEP Volunteers
  - Staff of Sam's Jewelers
  - Bill's Grill Cleanup Club

The name of the volunteer organization will be used on the signs even if it includes the name of a for-profit organization.

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### 3. RULES AND CONDITIONS

- The length of roadway section should be approximately two miles. Shorter lengths may be permitted in heavy litter areas, but not less than one mile. Only roadway sections which PCDOT considers suitable shall be designated. Safety of Adopt-a-Roadway volunteers is a prime consideration.
- No permits shall be granted when site conditions are unsuitable for your group's age level. No pick up on the medians is allowed due to safety concerns.
- 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 under the age of 18 years.
- PCDOT shall erect the recognition signs; if it becomes necessary to replace a sign, PCDOT may require the organizations to contact PCDOT in advance for the replacement sign. PCDOT reserves the right to approve, disapprove and/or edit names or acronyms to go on the sign.
- PCDOT shall supply litter bags and remove and dispose of filled bags. All filled litter bags shall be placed off the roadside so as not to obstruct traffic or emergency use of roadside shoulders.
- PCDOT shall provide safety vests to be worn by all Adopt-a-Roadway volunteers when working on the roadway right-of-way.
- The participating organization shall appoint an Adopt-a-Roadway supervisor for its membership to oversee its work on the right-of-way.
- All Adopt-a-Roadway supervisors MUST complete a safety course given by PCDOT safety personnel before they supervise litter pick up.
- Prior to each litter pick up, all Adopt-a-Roadway volunteers shall be instructed in the safety precautions by their Adopt-a-Roadway supervisor.
- All Adopt-a-Roadway volunteers shall at all times adhere to the safety requirements listed in the brochure.
- The participating organization shall be required to pick up roadside litter a minimum of two times per year or as necessary to keep its area relatively clean based on evaluation by the County.
- Participating organizations MUST coordinate their pick up schedules with PCDOT to prevent conflicts over the use of the roadway right-of-way.
- A liability insurance certificate shall not be required.
- Each participant (or the parent or 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 "PCDOT Special Waiver, Hold Harmless Form."

- The permit shall be issued for a minimum period of two years. Permits may be revoked at any time at the County's discretion for failure to comply with these Rules and Conditions. It is renewable if the organization has maintained its segment of right-of-way.
- PCDOT may impose additional conditions as needed.

#### **4. GROUP SUPERVISOR**

Each group is required to select a group supervisor to “be in charge”. The supervisor is responsible for:

- Conducting safety training with all members of the group.
- Scheduling and organizing clean-up. Clean-up must be scheduled at least two weeks in advance in order for staff to make the necessary arrangements. Maintenance staff is scheduled to automatically pick up bags.
- If the clean-up is canceled, please let the Adopt-a-Roadway Coordinator know as soon as possible at (520-724-6410).
- Obtaining signatures on the “Special Event Waiver Form” before your clean-up and turning it in to the Program Coordinator after each clean-up.
- Compiling information to the Clean-up Report Form and turning it in to the Program Coordinator after each clean-up.
- For every group of 10 people under the age of 18, there must be one adult chaperone present during the clean-up.

#### **5. SAFETY VESTS AND TRASH BAGS**

- Safety vests and trash bags must be picked up at the Department of Transportation located at the Public Works Building at 201 N. Stone, 4<sup>th</sup> Floor, between the hours of 8:00 AM and 4:00 PM. Please call 520-724-6410 in advance to schedule pick up.
- If a group wishes to supply its own vests, it is mandatory to provide a photo of the group wearing vests to the Adopt-a-Roadway Coordinator.
- Fill the bags  $\frac{3}{4}$  of the way full. Tie a knot at the top of the bag to prevent trash from blowing around before the bags are picked up by our crews.
- Assemble filled bags at one or two locations. Keep the bags away from the edge of the road as possible, but keep them in sight so the maintenance crews are able to find them.

- If hazardous materials are found during the clean-up, please contact the Adopt-a-Roadway Coordinator as soon as possible with the location. Pima County will remove and dispose of them properly.
- Bags will be picked up one or two days after clean-up. If bags are not picked up three days after the clean-up, please contact the Coordinator.
- For new volunteer groups, Adopt-a-Roadway signs are ordered after the first clean-up. Please contact the Coordinator to order the sign. It often takes a while for the signs to be sited, manufactured and installed.
- Adopt-a-Roadway permits are for a two-year period. Groups must perform four clean-ups within that period (two clean-ups per year).
- At the end of two years, groups may decide if they want to continue with the program (safety training is required to continue if groups renew).

## **6. PROCEDURES**

- Interested organizations should contact the Adopt-a-Roadway Coordinator.
- The Adopt-a-Roadway Coordinator will explain and discuss the PCDOT Adopt-a-Roadway Program with a responsible representative of the interested organization, emphasizing the program involves significant physical work which must be done safely on a reasonably frequent basis for at least two years.
- A modified encroachment permit must be completed by the applicant and approved by PCDOT.
- The permittee submits to PCDOT a single waiver form signed by all participants for each pick up event.
- Applicants arrange through the Adopt-a-Roadway Coordinator to schedule their safety training.
- The Adopt-a-Roadway Coordinator will arrange for the fabrication and erection of signs.
- Applicants request issuance of safety vests and garbage bags through the Adopt-a-Roadway Coordinator.
- The Adopt-a-Roadway Coordinator will arrange for garbage pick up dates.