

Adopt A Highway Project 2008

To: Participants to Adopt a Highway

From: Jose Beyer

Enclosed is the adopt-a-highway information. Please read and sign the guidelines, complete the non-discrimination form and application, have each member who will be participating in the adopt-a-highway program sign a waiver. Then return the packet to:

Westfield City Hall

Attn: Tammy Blackburn, *Administrative Assistant*

130 Penn Street

Westfield, IN 46074

If you have any questions, please contact Tammy Blackburn at 1-317-896-5570 or Jose Beyer at 1-317-896-5471.

If you want a PDF files version of the documents you can email your request at tblackburn@westfield.in.gov or joseb@beyer-graphics.com

Thank You,
Jose Beyer

WAIVER

I, _____, hereby agree to waive any and all claims against the Indiana Department of Transportation arising in any fashion from my voluntary participation in the Adopt-a-Highway program. I have acknowledged that work on or near the highway right-of-way is inherently dangerous and that all risks associated with such work are voluntarily assumed.

(Signature of Participant)

(Signature of Parent or
Guardian if under 18)

STATE OF INDIANA

COUNTY OF _____

I, _____, hereby swear or affirm, under the penalty of perjury, as follows:

1. I am an authorized representative of _____, which has applied for participation in the Indiana Department of Transportation's Adopt-a-Highway program.
2. The group or organization listed above does not discriminate on the basis of age, race, color, religion, gender, national origin, or disability in contravention of any federal, state, or local law, regulation, decree, or order in the selection of its members, activities or services provided.
3. The matters herein are made from my personal knowledge, are true to the best of my knowledge, and that I am competent to testify thereto.

FURTHER AFFIANT SAYEST NOT

(Signature)

(Printed Name)

(Office Held)

Subscribed and sworn before me this _____ day of _____, _____.

(Signature of Notary)

(Printed Name)

(County of Residence)

My commission expires _____, _____.

AGREEMENT

(To be completed by the INDOT sub-district manager with the group representative.)

The group listed on this application agrees to clean up a _____-mile portion of _____ from _____ to _____ and to observe these rules for the safe participation in Indiana's Adopt-a-Highway program.

- All volunteers cleaning up a state highway will be at least 12 years of age. Groups that include members between ages of 12 and 16 years of age shall provide one adult supervisor for every six minors participating in a clean up.
- Each group shall appoint a representative to attend a safety-training meeting INDOT will hold at its regional offices before a new group may work in the state right-of-way. This representative shall further train group members and read a list of safety considerations, provided by INDOT, before each clean up.
- The group is encouraged to car pool to the clean up site. No group may park vehicles on any portion of the highway driving lanes.
- The group will adopt at least two miles of state highway and promise to pick up litter on this portion at least four times a year. **
- INDOT shall provide safety training, safety literature, safety vests, "Road Work Ahead" signs, and trash bags. Further, INDOT will install customized signs on either end of the group's adopted portion of the highway. INDOT will remove the group's trash bags and any heavy or hazardous items from the group's adopted highway during regular working hours.
- INDOT reserves the right to terminate this agreement any time if these rules are not observed or for any appropriate reason.

Group Representative

OPS Foreman

Date

(INDOT will loan all supplies on a first-come, first-serve basis during regular working hours. INDOT will schedule all clean-ups in accordance with the INDOT sub-district maintenance program as determined by the sub-district manager. INDOT will install each group's permanent Adopt-a-Highway sign after the group has participated in at least one clean up on its portion of highway.)

ADOPT-A-HIGHWAY (AAH) GUIDELINES

1. When the group signs the approval section below, it agrees to follow the Indiana Department of Transportation (INDOT) guidelines.
2. Groups cannot subcontract to others their litter pickup area. It is important that the program remain a volunteer program.
3. The adopted sections of road shall be continuous and shall not be assigned on different sides of town unless approved by the Operations Support Division chief.
4. INDOT reserves the right to determine those highways and sections of road, which will be eligible for consideration in the AAH program. The roadway sections should be a minimum of 2 miles. The mainline interstate shall not be considered for adoption. Litter pick up will not be done on medians.
5. Highways must be adopted for a two-year period, which may be renewed for an additional two years. Businesses, civic organizations, community groups, volunteer clubs, and families will be considered for permits.
6. To receive credit for their participation during the pick ups, adopting groups will be required to complete a report card, which briefly describes their activity, and return it, along with UNUSED supplies, roll-up signs, and vests, to the sub-district within two work days after each clean up.
7. INDOT will determine the final wording to be placed on the official AAH signs, which are furnished and installed by INDOT. Logos, inappropriate words or supplemental signs shall not be placed on the official AAH signs.
8. The program may be modified in scope, altered in any other manner or terminated at any time solely at INDOT's discretion.
9. Program participants are encouraged to recycle material collected from their adopted section when it is feasible.
10. The group shall agree to pick up litter a minimum of four times a year, with one pickup scheduled for early spring and for the late fall.
11. If any group is perceived not complying to agreed clean ups, the district director will notify the group. If after 15 days the adopted road is not cleaned up, the group's participation in the AAH program shall be cancelled and the AAH signs shall be removed.

12. Supplies will be issued by INDOT to the group on a first come, first serve basis during regular weekly work hours of the sub-district. All clean ups shall be scheduled according to the maintenance needs of the sub-district which will be determined by the sub-district manager. Each group's AAH sign will be installed after the completion and inspection of the initial clean up.
13. Each member of the group will be required to wear a safety vest the entire time they are present on the state highway right-of-way. Safety signs provided by INDOT shall be used during the litter pick up. No member shall walk or stand on the paved portion of the roadway or indiscriminately cross the pavement.
14. Volunteers cleaning up a state highway must be at least 12 years old. Groups that include member between the ages of 12 and 16 shall provide supervision by at least one adult (21 years of age or older) for every six members in the 12-16 age group.
15. Possession or consumption of alcoholic beverages or controlled substances is strictly forbidden for AAH participants on the state highway right-of-way. Volunteers may not participate in any AAH activities while under the influence of alcohol or controlled substances.
16. Groups shall not place signs, posters, or other display material in the adopted section during the pick up.
17. The participating group shall provide the names, addresses of the group's designated representative, president, vice-president, and phone numbers where they may be reached in case of emergency or problems that occur with the group's litter pick up. Without this information, the group's AAH application will not be processed. Information concerning the group is to be updated when changes are made at the time of renewal.
18. INDOT may terminate the agreement and/or remove the AAH signs bearing the program participant's name or acronym if, in INDOT's sole judgement, it finds and determines that the group is not meeting the terms and conditions of the agreement; finds that the group is acting contrary to the guidelines of the program; finds that the adoption is proving to be counterproductive to the program's purpose; finds that undesirable results such as increased litter, vandalism, or sign theft are resulting from the adoption and/or finds that the program participants have engaged in irresponsible conduct within their adopted section of highway.

19. An authorized representative of the participating group shall provide a statement under oath or affirmation, subject to the penalty of perjury, and in a form acceptable to INDOT which states that to the best knowledge of such race, color, religion, gender, national origin, or disability in contravention of any federal, state, or local law, regulation, decree, or order in the selection of it's members, activities, or services provided.

20. Each person that intends to be present on the state highway right-of-way and participate in the litter pick up operations must sign and return a waiver agreement to be provided by INDOT. Participants under 18 years of age must have the waiver signed by their parent or legal guardian.

APPROVAL

Group Representative

OPS Foreman

Date

Adopt-a-Highway Application

Enter Group's Name – One Letter per Block

Group's Mailing Address

Street _____ P.O. Box _____
City _____ State _____ Zip _____
Phone (____) _____ Number of Members _____

Please list the county (counties) in which your local group is active.

Are any group members between the ages of 12 and 16? Yes ____ No ____

Please list the portion(s) of highway your group would like to adopt.

1. _____
2. _____
3. _____

Please provide INDOT with the name of a group member who will act as the primary contact for your group.

Name _____ Phone (____) _____

Address _____ City _____ State ____ Zip _____