

Adopt-A-Road Program Policy for Clark County Public Works

1.0 Preamble

The Adopt-A-Road Program is a civic engagement program of Clark County Public Works. The program encourages volunteer involvement and community service in the control and reduction of litter and enhancement of environmental quality along Clark County Roadways. Adopted roadways are county roads located in unincorporated Clark County. The program does not apply to federal and state highways, city streets, or private roads.

The County seeks greater consistency, coordination and expansion of volunteer opportunities via an Adopt-A-Road program focused on long term commitments by volunteers in maintaining particular County roads. The policy will:

- Establish parameters for the oversight and support of the County's Adopt-A-Road maintenance program;
- Establish expectations by and among the County and interested volunteers who accept long term commitments to maintain public roads; and
- Identify the general scope of maintenance tasks that may be performed by volunteers.

2.0 References

- 2.1 Adopt-A-Park program for the City of Vancouver
- 2.2 Vancouver Municipal Code
- 2.3 City of Vancouver Charter Article VIII
General Development Section 8.04 Parks and Recreation
- 2.4 Snohomish County Public Works Adopt-A-Road Program Policies and Procedures
- 2.5 King County Adopt-A-Road Program
- 2.6 RWC 47.40.100
- 2.7 RWC 47.40.105

3.0 Policy

It is the policy of the Clark County Public Works Department to:

- 3.1 Encourage volunteerism and seek organizations, groups and individuals to participate in roadside litter control and environmental quality enhancement.
- 3.2 Provide Adopt-A-Road cleanup opportunities for interested community members to volunteer their time and resources for an extended period of time to enhance roadside appearance. Volunteers are encouraged to identify a section of road they would like to adopt. Each proposed section of road will go through an approval process to evaluate safety and other parameters. It may take up to two (2) weeks for a decision to be made. The County makes the final decision

regarding whether a section of road is adoptable. Adopted sections will generally be two (2) miles in length or less.

- 3.2.1 Eligible groups include, but are not limited to, individuals, faith-based organizations, scouts, neighborhood associations, businesses, and other organizations.
- 3.2.2 A volunteer group is not eligible to participate in the program if its name endorses or opposes a particular candidate for public office, advocates a position on a specific legal issue, initiative, referendum, or piece of legislation.
- 3.3 Provide individual and group volunteer opportunities for a prescribed term, frequency, and duration specified in the Volunteer Agreement and Code of Conduct form. Adopt-A-Road volunteers must commit to volunteering for a minimum of two (2) years duration and performing certain tasks a minimum of three (3) times a year. Public Works may, at its discretion, allow agreements that run for less than two (2) years. Volunteer agreements will require volunteers to indemnify and hold harmless the County and other applicable parties associated with ownership, maintenance operations and capital improvements of the specified roads, the volunteer tasks performed, and any volunteer or donated improvements.
- 3.4 Provide volunteer coordination, including recruitment, training, retention, support, and recognition for volunteers. The County, via Public Works, shall support the Adopt-A-Road Program with adequate resources for this program.
- 3.5 Promote safe practices by volunteers and minimize risk. All program volunteers are required to participate in safety training composed of, but not limited to, viewing safety videos prior to the initial cleanup and reviewing safety rules prior to each roadside cleanup. The County may require the completion of and compliance with written agreements, liability releases, background checks, and other forms and processes.
- 3.6 Encourage persons under the age of eighteen (18) to volunteer, but only with the permission of their parent or guardian. All volunteers under the age of eighteen (18) must have a parent or guardian complete and sign the Minor Participation Permission Form. Children must be thirteen (13) years of age or older to participate in roadside cleanups. One supervising adult (an individual twenty-one (21) years of age or older) must be present for every five (5) minors during cleanup events.

4.0 Definitions

- 4.1 **Clark County Public Works (Public Works):** Responsible for roads maintenance and construction.
- 4.2 **Volunteer Program Coordinator:** The Clark County Public Works Department will designate a staff person to serve as the liaison between the County and the volunteers and to administer the policies and programs associated with the Adopt-A-Road agreement.
- 4.3 **Adopted Section:** The portion of the County road on which volunteers have agreed to provide litter control and improve environmental quality. Adopted

sections do not include bridges, overpasses, medians, traveled portions of roadways, and narrow shoulders. Each section proposed for adoption is subject to County approval.

- 4.4 **Volunteer Agreement and Code of Conduct:** Contractual agreement entered into and signed by the Volunteer Program Coordinator and the Group Leader authorizing the group to participate in the Adopt-A-Road Program.
- 4.5 **Cleanup Event:** Period of time when a volunteer group is removing roadside litter and performing other approved tasks in participation with the Adopt-A-Road Program.
- 4.6 **Recognition Sign:** Placard fabricated and installed by Public Works, which includes the Adopt-A-Road Program logo and the name of the volunteer group completing the cleanup events for their adopted section. The sign will be installed after six (6) months of service.
- 4.7 **Group Leader:** The individual that applies to adopt a section of road on behalf of a group intending to provide roadside litter control.
- 4.8 **Hazardous Materials:** Items that may be found along a roadside that may cause injury. These items include, but are not limited to, car batteries, petroleum products, chemical spills, heavy or unwieldy objects, dead animals, broken glass, needles and drug paraphernalia, or any unidentified or questionable items. Please mark these items with the flags provided and report the items to Public Works so they can be properly removed.

5.0 Responsibility

- 5.1 The Volunteer Program Coordinator, with direction from the Public Works Director, shall oversee the Adopt-A-Road program.
- 5.2 The Volunteer Program Coordinator is authorized to enter into agreements with interested individuals or groups for the purpose of conducting roadside cleanups. The Volunteer Program Coordinator is also authorized to suspend or terminate agreements, without prior notice and without cause.
- 5.3 The Volunteer Program Coordinator is responsible for providing the volunteer group with the applicable safety and training information prior to the initial cleanup event.
- 5.4 Volunteer groups will provide litter control for adopted sections. The Group Leader will not engage in additional roadside activities without prior approval from the Volunteer Program Coordinator. The Volunteer Program Coordinator may approve additional activities such as weed control, graffiti removal, and other roadside improvements.
- 5.5 The Group Leader will ensure all group members have reviewed applicable safety rules and training information prior to each cleanup event. The Group Leader will place all applicable warning signs to notify drivers of the roadside cleanup. The Group Leader will also ensure all required forms and documents have been completed prior to each cleanup event.
- 5.6 The Group Leader is responsible for reserving clean up kits two (2) weeks prior to the cleanup events and for returning the kits, along with all required forms (Cleanup Results Form and Volunteer Informed Consent/Release Form), within

two (2) business days of the cleanup event. Pick up and return of items will occur during normal business hours.

- 5.7 The Group Leader is responsible for reporting to the Volunteer Program Coordinator any injuries that occurred, hazardous materials discovered, or other issues that occurred during the cleanup event.
- 5.8 The Group Leader is responsible for the submitting the Recognition Sign Request to the Volunteer Program Coordinator.

6.0 Procedures

- 6.1 The Volunteer Program Coordinator will be responsible for the recruitment, training, retention, support, and recognition of individuals and community groups to participate in the Adopt-A-Road program throughout the County.
- 6.2 The Volunteer Program Coordinator, with the assistance of the Group Leader, must ensure that the following forms have been completed prior to the initial roadside cleanup:
 - 6.2.1 Adopt-A-Road Application
 - 6.2.2 Volunteer Informed Consent/Release
 - 6.2.3 Minor Participant Permission (if volunteer is under eighteen (18) years of age)
 - 6.2.4 Volunteer Agreement and Code of Conduct
- 6.3 After the initial two (2) year commitment has been fulfilled, a volunteer group will be considered active until the group requests to end their participation in the program or ceases to fulfill the responsibilities associated with the Adopt-a-Road program.
- 6.4 If a volunteer group appears to have ceased to fulfill the program responsibilities, the Volunteer Program Coordinator will attempt to contact the group leader by phone, e-mail, or written letter. If the group leader does not respond to the Volunteer Program Coordinator within thirty (30) days, the adoption agreement will be terminated and the recognition signs will be removed. The signs will remain the property of the County.
- 6.5 Volunteer groups will submit a written proposal to the Volunteer Program Coordinator for any roadside improvements in addition to litter control. The proposal will include a detailed description of the proposed project. The County reserves the right to request additional information from the group and to reject any proposal submitted. The volunteer group will not commence work on the project until they have received written approval from the County.
- 6.6 Public Works may temporarily suspend an adoption agreement for road maintenance or construction. The Volunteer Program Coordinator will notify the Group Leader of the temporary suspension and of the end of the suspension after the maintenance or construction is complete. Roadside litter control may resume at this time.
- 6.7 Public Works will provide program support in the following forms:
 - 6.7.1 A standardized application form, registration form, and adoption agreement;
 - 6.7.2 Safety training and aids for Group Leaders and group members;

- 6.7.3 Safety equipment and supplies for cleanup events;
- 6.7.4 Staff support for the program as set forth in this policy and accompanying program documents;
- 6.7.5 Removal of bags of litter collected (if requested) or access to drop off sites;
- 6.7.6 Removal of hazardous materials reported by Group Leader;
- 6.7.7 Installation of recognition signs within six (6) months of the initial roadside cleanup. These signs will be fabricated by Public Works, and will remain the property of the County at all times. Public Works will choose the design, size, and color of the signs. The signs will include the name of the Volunteer Group, but will not include any other information about the group. Sign location will be determined by Public Works.
- 6.8 Recycling is encouraged, but not required. All proceeds from the sale of recycled materials will go to the Volunteer Group.
- 6.9 The Volunteer Group shall not conduct any cleanup events during inclement weather (e.g., snow, ice, heavy rain, or other adverse weather conditions).
- 6.10 The Volunteer Group shall limit the number of vehicles parked on the side of the road during a cleanup event to five (5). Carpooling to the adopted section of road is encouraged. The Volunteer Group shall limit the number of individuals participating in a cleanup event at one time to twenty-five (25).