

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON**

**RESOLUTION No. 98-111**

Approval Recommending implementation of the Adopt-A-Road Partnering Program by the Multnomah County Board of Commissioners

The Multnomah County Board of Commissioners finds:

- a. That partnering with citizens and non-profit organizations to clean up our County right-of-way will enhance the aesthetic quality of our County roads
- b. The combination of public and private resources should result in cost savings to the County
- c. The citizen involvement from all ages should provide the community with a positive way to relate to maintenance of the road system
- d. There is a desire in the community to assist in the removal of vandalism and litter through this program
- e. Programs exist in other jurisdictions to meet these needs and have been evaluated and modified to create an Adopt-A-Road Program for Multnomah County
- f. Both Risk Management and County Counsel have reviewed and approved the program

- g. The Transportation Division has identified resources to manage the program

The Multnomah County Board of Commissioners resolves to approve the Adopt-A-Road Program as set forth in the attached pamphlet identified as Exhibit A attached hereto and incorporated by this reference.

ADOPTED this 13th day of August 1998.



BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

  
Beverly Stein, Chair

REVIEWED:

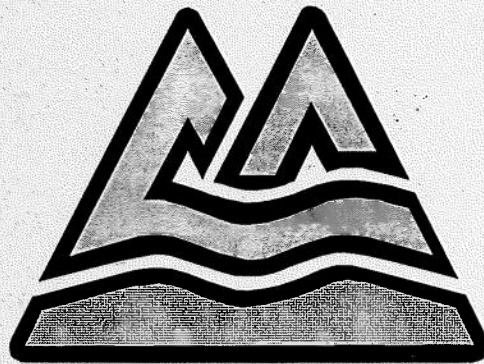
THOMAS SPONSLER, COUNTY COUNSEL  
FOR MULTNOMAH COUNTY, OREGON

By



Matthew O. Ryan, Assistant County Counsel

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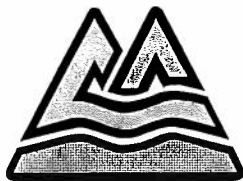


# **ADOPT-A-ROAD**

## **Partners with Multnomah County**

Multnomah County, Oregon  
Department of Environmental Services  
Transportation Division

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# ADOPT-A-ROAD

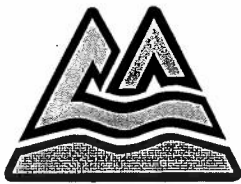
Partners with Multnomah County

## Table of Contents

1/1

### Table of Contents:

<b>The Adopt-A-Road Packet</b> How do I use this packet?	page 2	<i>white</i>
<b>Overview</b> What is the Adopt-A-Road program?	page 3	<i>orchid</i>
<b>Objective &amp; Definitions of Roles</b> What does the different terminology in this document mean?	page 4	<i>ivory</i>
<b>Group Applicant Responsibilities</b> What are the specific responsibilities of the participating group?	page 5	<i>ivory</i>
<b>Step 1 Group Application Form</b> What information is initially required of the applicant?	page 8	<i>blue</i>
<b>Step 2 Approved Group Registration Form</b> What dates may be assigned for the cleanup activity?	page 9	<i>green</i>
<b>Step 3 Group Agreement</b> What does the participating group and the County agree to?	page 10	<i>gray</i>
<b>Safety Rules</b> How does one work safely in the Right-of-Way?	page 14	<i>cherry</i>
<b>Individual Participant Release Form</b> What is required for each group member?	page 18	<i>pumpkin</i>
<b>Parental / Guardian Release Form</b> Permission form for participants younger than 18.	page 19	<i>yellow</i>
<b>Group's Active Participant Roster Form</b> Log of qualified participants.	page 20	<i>pink</i>
<b>Work Day Release Form</b> Participants log on day of work activity.	page 21	<i>salmon</i>



# ADOPT-A-ROAD

## Partners with Multnomah County

The  
Adopt-A-Road  
Packet

1/1

**The Purpose** The purpose of the Adopt-A-Road packet is to inform citizen or community groups of Multnomah County's program. All information, from a general inquiry to the formal agreement of the permit, is found here. Most of the information is for the responsible individual of the group or Group Coordinators who serve as a liaison between the group and the County.

**A Road Map of the Permit Process** All documents are labeled in the upper right hand corner of the page. The **Table of Contents** (page 1) and this page describes where a document is located within the packet and when to use it. The **Overview** (page 3) is a one page summary explanation of the Adopt-A-Road program. It can be distributed independently of the packet and can be obtained at various County offices.

The **Objectives and Definition of Roles** (page 4), the **Group Applicant Responsibilities** (pages 5 – 7) which explains what is required of each group that participates, and the following 3 Step application process are information for the Group Coordinators.

After a group has decided to participate in the program a **Step 1 Group Application Form** (page 8) is submitted to the County. This form documents the initial information about the group, including what road segments they may be interested in adopting. This information will be recorded into a County database.

After the group has been accepted, **Step 2**, an **Approved Group Registration Form** (page 9) is completed. The final adopted road segment is listed, along with additional contact information of group coordinators, size of the work detail, and suggested work dates.

**Step 3**, the **Group Agreement** (pages 10 – 13) is the signed permit between the County and the Group, which lists the binding terms of the permit along with the agreed work detail dates.

**Safety Rules** (pages 14 – 17) are explicit instructions for all participants. Additional copies can be obtained at the Right-of-Way Permit office. It is essential that all participants read and understand this section!

The **Individual Participant Release Form** (page 18) must be filled out and signed by all participants. The County for the duration of the permit will keep this form, as well as all others in this packet, on file. The parents or guardian of participants that are younger than 18 years old must sign the **Parental/Guardian Release Form** (page 19).

The **Group Active Participant Roster** (page 20) is to be completed and filed with the County by the Group Coordinator before each work detail. Its purpose is to inform the County of who is working within the group. The **Work Day Release Form** (page 21) is to be signed by all participants the day of the work detail event.



# ADOPT-A-ROAD

Partners with Multnomah County

Overview

1/1

The Multnomah County Transportation Division (hereafter referred to as the "County") Adopt-A-Road Program is an anti-litter campaign intended to build civic pride in a litter free Oregon. It allows citizens to work in partnership with the County by "adopting" a segment of roadway and agreeing to keep it clean. This program offers individuals an inexpensive way to contribute to their community and generate publicity for their efforts. Every participant in this program makes a positive impact on the appearance of the County road system and their community.

The participants may volunteer to remove litter, perform landscape maintenance or vandalism cleanup along an *adopted* segment of roadway for a minimum of three years. The assigned segments will generally be up to three miles long, depending on the size of the volunteer group and the volume of anticipated litter. The participants will service the road segment a minimum of three times a year. *Three miles - three times a year - for three years.* The segment of roadway may be of the volunteer's choosing or one selected by the County. Safety of the participants is a primary concern in determining which segment may be assigned. The limited number of designated roadways must meet the Adopt-A-Road program's criteria.

Almost anyone can participate in this program. The adopting party may be a club, a business, a group of concerned citizens or an individual. There are no costs or fees to the participants. Participants must be at least 13 years of age and in good health.

The County will erect two signs identifying the adopting individual or group, provide the necessary safety equipment and mandatory safety training, provide litterbags and removal of the filled litterbags.

Each group will designate a Primary and Secondary Group Coordinator who will act as a liaison between their group and the County. The Group Coordinator will be responsible for overseeing the group and administering the agreed upon rules to the individuals in the group.

The Right-Of-Way Permit Section will administer the Adopt-A-Road program. Applicants may apply for a permit at 2115 SE Morrison, Portland, OR 97214 (Phone: 248-3582). Work schedules, distribution of County owned tools, refuse pick-up and the Road Maintenance Section will accomplish project coordination.



# ADOPT-A-ROAD

## Partners with Multnomah County

### Objective & Definitions of Roles

1/1

**Objective** The purpose of the Adopt-A-Road program is to provide citizens of Multnomah County an opportunity to control litter and to improve the appearance of the roads in their community.

**Program in Brief** A group (or individual) may adopt a road segment, up to three miles in length, for litter control, landscape maintenance or vandalism cleanup for three years. The group agrees to adhere to the rules and guidelines of the program and obtain a permit from the Right-Of-Way Permit Section. Variables, such as length of road segment or scope of work, will be defined within the permit. The County will furnish some equipment, but the group will also be responsible to be properly equipped (clothing, water, etc.). There are no fees to the participants. The County will pay refuse disposal cost. The group will be recognized with signs placed on the road segment for the duration of their permit.

**Definitions of Roles** An **Applicant** is defined as the individual or group interested in adopting a segment of highway.

The **County** is the Transportation Division with the Adopt-A-Road program being administered by the Right-Of-Way Permit Section.

A **Group** is defined as including individuals, organizations, clubs, firms, or partnerships.

A **Participant** is defined as an individual or member of a group actually performing work on the road segment under this program.

The **Primary Group Coordinator** is defined as the lead individual representing the group.

The **Secondary Group Coordinator** represents the group as the alternate Group Coordinator.

The **Right-of-Way Permit Supervisor** is the County's representative who administers the applicant's permit.

The **Road Maintenance Coordinator** is the County's representative who coordinates the day to day operation of the Adopt-A-Road program.

The **Transportation Safety Specialist** is the County's representative who will assist the Group's mandatory safety training.





# ADOPT-A-ROAD

Partners with Multnomah County

## Group Applicant Responsibilities

1/3

- Group Coordinators** Each group shall be responsible for selecting a Primary Group Coordinator and a Secondary Group Coordinator. The Group Coordinator's responsibilities include assuring compliance by participants with all rules and guidelines as outlined in the **Group Agreement** (pages 10 – 13) of the Adopt-A-Road Program. They will also act as the liaison for the group with the County and sign the Adopt-A-Road agreement and Group Application form. The Group Coordinator must apply in writing to the Right-Of-Way Permit Supervisor indicating what road, or segment of road, the Group would like to "Adopt."
- Participant Responsibilities** Each participant will be required to comply with all laws, rules and regulations as outlined in the **Group Agreement** and the **Safety Rules** (pages 14 – 17). Individual participants may be excluded from participation or the permit canceled, at the discretion of the Right-of-Way Permit Supervisor or the Road Maintenance Coordinator for any violations of these sections.
- Requests for Road Adoption** If more than one applicant requests the same segment of roadway, the Right-Of-Way Permit Supervisor may make the selection by the earliest date of application. If an applicant requests a segment of road that has already been adopted, their name will be put on an eligibility list. The current group can renew their permit if it has provided an acceptable level of service. If not, the next group on the eligibility list will be considered for that segment of road.
- Minimal Group Requirements** Each group is required to remove litter, perform landscape maintenance or vandalism cleanup a minimum of three (3) times a year. This frequency may be modified (increased or decreased) by the County depending on the condition and appearance of the road segment. Information on the number of pick-up times per year *shall be* included in the **Approved Group Registration Form** (page 9). Litter pick-up shall not be done in snow, ice, or other adverse weather conditions. Cleanup activities *shall not* be scheduled on a legal holiday, during the afternoon on the day before a legal holiday, or on holiday weekends.





# ADOPT-A-ROAD

## Partners with Multnomah County

### Group Applicant Responsibilities

2/3

#### **Minimal Group Requirements** (continued)

The Group must perform their agreed work detail one time, in a satisfactory manner, before their Adopt-A-Road Recognition Signs are installed. During the course of the agreement, if the litter removal, landscape maintenance or vandalism cleanup activity is not satisfactorily accomplished, the Group Coordinator shall be notified. The cleanup must be successfully accomplish within one month or the permit may be canceled and recognition signs removed. Only the approved Group shall pick-up litter in a road segment that has been adopted through the Adopt-A-Road program. No sub-contracting is allowed.

If landscape maintenance or vandalism cleanup is the work activity selected, the Group Coordinator and the Road Maintenance Coordinator will agree upon the scope of work and specific requirements and limitations. These specific requirements will be identified in the permit.

#### **Adult Supervision**

Participation by or presence at the work site of individuals under 13 years of age is not permitted. There must be one adult for every five people between the ages of 13 and 18 on the work site. Participants under the age of 18 must have a signed **Parental/Guardian Release Form** (page 19). Parents or guardians must also sign the child's **Individual Participant Release Form** (page 18).

#### **County Furnished Supplies**

Materials and work area signs furnished by the County will be obtained from and returned to the County during regular business hours. An applicant may furnish their own supplies or tools for their exclusive use. The Road Maintenance Coordinator will schedule the distribution and retrieval of County issued materials.

The County will provide the following:

- ☐ Permanently installed Adopt-A-Road group recognition signs
- ☐ Portable traffic warning signs
- ☐ Reflective safety vests
- ☐ Safety training including videos and guidelines
- ☐ Litter bags with ties
- ☐ Cleanup caddies (or grabbers)
- ☐ On site review of adopted road segment
- ☐ Maintenance personnel and equipment to pick-up filled litter bags
- ☐ Disposal of collected litter

The Group will be responsible for the care of all County issued equipment.



# ADOPT-A-ROAD

Partners with Multnomah County

Group  
Applicant  
Responsibilities

3/3

**Safety Training** Training materials (such as safety training videotapes) will be obtained from the Right-Of-Way Permit Supervisor (248-3582). A safety-training meeting may be conducted at the road district office with the Group Coordinator and the Transportation Safety Specialist. A safety training video may be viewed at this meeting and loaned to the group. The Group Coordinator will take the video to conduct safety training with their group. *Safety training is required before becoming a participant within the Adopt-A-Road program. It is the responsibility of the Group Coordinator to provide additional safety training once a year, and for each new participant before they work in the public road right-of-way.* Additional questions can be addressed to the Transportation Safety Specialist (248-5084).

The Group Coordinator must report to the Right-Of-Way Permit Supervisor on the first business day following any injuries incurred by participants during cleanup activities. Notification shall include:

- Name of injured person
- Nature of injury
- Date and time of injury
- How the injury occurred



# ADOPT-A-ROAD

Partners with Multnomah County

**Step 1**

Group  
Application  
Form

1/1

Name of Organization

Mailing Address

City

Zip

Type of Group: ☐ Profit corporation or business ☐ Non profit ☐ Individual/Family

Approximate number of people participating in each cleanup: \_\_\_\_\_.

List the segment(s) of roadway you are interested in cleaning in order of preference:

Office use only	
1	IRIS #
2	IRIS #
3	IRIS #

1	Road Name	From	To
2	Road Name	From	To
3	Road Name	From	To

Segments of roadway are selected with regard to safety of participants and are assigned on a first come, first served basis. If the segments your group has selected are not available, the County will suggest other alternatives.

Name of Primary Group Coordinator (*print or type*)

Day Phone

Group's Title (*President, Secretary, etc.*)

Mailing Address

City

Zip

Return this application to:

**ADOPT-A-ROAD PERMIT**  
Multnomah County Right-Of-Way  
2115 SE Morrison Street  
Portland, OR 97214

Group #	Office use only	IRIS Road #



# ADOPT-A-ROAD

Partners with Multnomah County

**Step 2**  
Approved  
Group  
Registration  
Form 1/1

*To be completed by the County*

Group's Name: \_\_\_\_\_

Assigned Road or Street: \_\_\_\_\_  
Name: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Length of Road Segment: \_\_\_\_\_

Description of Agreed Work: ☐ Litter Removal ☐ Other \_\_\_\_\_  
(Check all that apply) ☐ Landscape Maintenance ☐ Vandalism Cleanup

Primary Group Coordinator: \_\_\_\_\_

Day Phone Number: \_\_\_\_\_

Home / Weekend Phone Number: \_\_\_\_\_

Other Phone Number(s) {cell, message...}: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Secondary Group Coordinator: \_\_\_\_\_

Day Phone Number: \_\_\_\_\_

Home / Weekend Phone Number: \_\_\_\_\_

How many litter cleanup caddies (or grabbers) and safety vests do you need? \_\_\_\_\_

List requested seasonal work dates below (*no holiday weekends*): Final approved dates will be recorded within the **Group Agreement** (page 13).

	3 Primary Choices	3 Secondary Choices
March - May	1. _____	_____
June - August	2. _____	_____
Sept. - Nov.	3. _____	_____

Group #	Office use only	IRIS Road #



# ADOPT-A-ROAD

Partners with Multnomah County

**Step 3**

Group  
Agreement

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## Terms of the Agreement

This Agreement is made and entered into between Multnomah County, hereinafter called

the County, and \_\_\_\_\_, hereinafter called the Group.  
(Group's name completed by the County)

The County does hereby authorize the Group to participate in the Adopt-A-Road Program by picking up litter, performing landscape maintenance, or vandalism cleanup within the assigned segment of roadway, in accordance with the following terms and conditions:

### The Group Does Hereby Agree:

To maintain the appearance of a designated Right-of-Way road segment for three years.

To pick-up litter, perform landscape maintenance or vandalism cleanup no less than the number of times per year as reflected in the agreed scheduled listed below (page 13). Additional cleanups shall be done as necessary to maintain a neat appearance. The Right-of-Way Permit Supervisor, the Road Maintenance Coordinator and the Primary Group Coordinator shall agree upon the final work schedule.

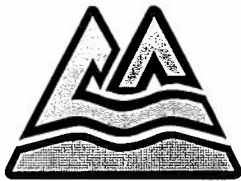
To conduct cleanup activities in a safe manner and abide by conditions as may be required by the County for the safety of the participants. Safety of participants is the number one priority of the program.

To assign a Primary Group Coordinator or Secondary Group Coordinator to each cleanup crew. The Coordinators shall have a copy of this agreement with them during the cleanup activity.

That no more than four (4) vehicles are parked on the road shoulder within the assigned area during a cleanup activity.

That all participants wear a safety vest furnished by the County during cleanup activities. No more than 25 people shall participate in a cleanup activity at any one time.

That participants shall be 13 years of age or older. The Group shall furnish one adult supervisor (age 21 or older) for every five (5) participants between the ages of 13 and 18 participating in the cleanup activity.



# ADOPT-A-ROAD

Partners with Multnomah County

**Step 3**

Group  
Agreement

2/4

## The Group Does Hereby Agree: *(continued)*

That participants shall receive safety training utilizing materials and training aids provided by the County before participating in a roadside cleanup.

That participants shall abide by all regulations as stated in the **Safety Rules** (pages 14 – 17).

That no participant will participate in a cleanup activity unless all required forms have been signed and delivered to the Right-Of-Way Permit Supervisor.

The Group Coordinator shall be responsible for distributing all training materials to the Group's Individual Participants. The Group Coordinator shall be responsible for collecting the signed **Individual Participant Release Form** (page 18) and the **Parental/Guardian Release Form** (page 19) from the participating group members. All release forms must be submitted to the Right-Of-Way Permit Supervisor seven calendar days before the scheduled cleanup activity, along with a **Group's Participant Roster Form** (page 20). Copies of these forms must be available at the cleanup site.

The Group Coordinator shall notify the Right-Of-Way Permit Supervisor, (Phone 248-3582) of any emergency within the County road Right-Of-Way. Group Participants finding anything that is hazardous or suspected of being hazardous (as described in the **Safety Rules**) shall not touch it, but take appropriate precautions for disposal by the proper authorities.

The Group Coordinator shall provide the Right-of-Way Permit Supervisor the completed **Work Day Release Form** (page 21), {roster of the individuals the day of the cleanup activity} within seven calendar days following the cleanup activity.

The Group Coordinator shall be responsible for all County issued equipment.

It is recommended that at least one person with a valid First-Aid Card be present during cleanup activities.

Recycling is an accepted and encouraged activity. Recyclable items collected by participants may be removed from the site at the option of the Group. Profits from the sale of recyclable items shall belong to the Group.

The applicant may cancel the permit with 30 days written notice to the County.



# ADOPT-A-ROAD

Partners with Multnomah County

**Step 3**

Group  
Agreement

3/4

## The County Does Hereby Agree:

To furnish and install two Adopt-A-Road signs with the Group name or acronym displayed at the assigned cleanup area.

To furnish the Group litterbags, **Volunteer Litter Crew Ahead** advanced warning signs and stands, cleanup caddies (grabbers), and safety vests for participants' use during cleanup activities.

To remove all filled litterbags from the road shoulder.

To assist the Group in cleaning up litter if necessary (i.e., when large, heavy, or dangerous items are found).

To monitor and log the effectiveness of the group's performance.

To provide safety materials and training aids to the Group's Coordinator for use in training participants.

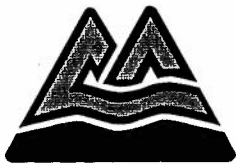
The County may temporarily suspend work under this agreement due to construction within the limits of the assigned cleanup area. Once the construction activities have been completed the Group will be notified and the agreement reactivated.

The County may cancel a permit for any reason including but not limited to, safety considerations concerning highway operations, and failure of the applicant or its participants to comply with provisions of the permit. Notification of a canceled permit will be made in writing.

This program may be altered, modified in scope, or terminated at the discretion of the Director of Environmental Services. Such alteration of the program will apply to all permits issued prior to such date unless otherwise specified.

The terms of this agreement shall commence on the date of execution (date of the signed permit by the Right-of-Way Supervisor), and shall end on the date of termination (usually 3 years from the issued permit date) unless earlier terminated in accordance with this agreement. Upon termination of this agreement, the Adopt-A-Road signs will be removed and shall remain the property of the County. A renewal of the permit must be accompanied with a new signed **Group Application Form** (page 8), **Approved Group Registration Form** (page 9), **Group Agreement** (pages 10 - 13) and all release forms found within this packet.





# ADOPT-A-ROAD

Partners with Multnomah County

**Step 3**

Group  
Agreement

4/4

## Agreed 3 Year Work Schedule (To be completed by the County)

	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
	Year: _____	Year: _____	Year: _____
<b>Seasonal Cleanup Dates (record month and day):</b>			
1	March - May: _____	_____	_____
2	June - August: _____	_____	_____
3	Sept. - Nov.: _____	_____	_____
<b>Additional Cleanup Dates If Needed:</b>			
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____

Organization's name or acronym as it is to appear on the recognition signs: _____ <small>(please print)</small>	
Group Coordinator's Name and Title: _____ <small>(please print)</small>	
Group Coordinator's Signature: _____	Date: ____/____/____
Right-of-Way Permit Supervisor Signature: _____	Begin Contract Date: ____/____/____

☐ Renewal

Group #	Office use only	IRIS Road #



# ADOPT-A-ROAD

Partners with Multnomah County

## Safety Rules

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*Safety and Well-being are Multnomah County's Greatest Concern  
As You Work On the Roadside!*

***Alcoholic beverages and Drugs are prohibited.***

***Any participant that is under or suspected of being under the influence of  
Alcohol or Drugs shall be removed from the work-site immediately!***

**Clothing** Appropriate clothing and footwear shall be worn to protect your body from physical hazards and seasonal weather conditions.

Safety vests provided by the County will be worn at all times when you are outside the transport vehicle within the right-of-way.

Each participant shall have in their possession and use a pair of gloves to reduce the possibility of contamination.

**Working  
in  
Traffic** Groups shall only pick-up litter from one side of the road at any given time. Groups shall not enter a paved or unpaved median or a traffic lane or ramp at any time to remove litter.

Participants shall walk and work in a direction conducive to their safety. On narrow roadsides, they shall walk and work in the direction facing oncoming traffic.

**Signs** "Volunteer Litter Crew Ahead" signs shall be used at all times to alert motorists that your group is present. No participant should be more than a half mile from the nearest sign. Signs shall be taken down or turned around if your group is on an extended break or lunch.

**Vehicle  
Operation** Care shall be taken to minimize the number of vehicles used to transport participants to the cleanup site.

Seat belts for all occupants shall be provided and used any time a vehicle is in motion, transporting your group and equipment. Vehicles should be in proper working order and at least one of them shall contain drinking water, a first-aid kit, and a fire extinguisher.

**Safe  
Parking** Vehicles shall be parked in a safe place as far to the right of the fog-line (or edge of pavement) as possible. *Use good judgment!* Emergency hazard lights shall be employed when vehicles are temporarily stopped or parked on road shoulders.



# ADOPT-A-ROAD

Partners with Multnomah County

## Safety Rules

2/4

### **Safe Driving Rules**

1. Always be courteous.
2. Obey all laws.
3. Stay alert for potential accident situations.
4. Use the two-second rule to provide a safe distance when following another vehicle.
5. Proceed cautiously through intersections.
6. Be extremely careful when backing-up a vehicle. As much as possible, park so that backing-up is unnecessary. Consider every available alternative prior to putting vehicle in reverse.
7. Back-up slowly. Do not back-up for long distances or around corners. Get out to see if the way is clear and/or use a spotter. Honk horn twice before backing-up.
8. Keep windows clean and unobstructed.
9. Make turn-arounds and legal U-turns in safe places. Be sure there is adequate sight distance in all directions.
10. Keep interiors of vehicles clean and free of debris.

### **Accident and Incident Reporting**

Report to the appropriate law enforcement agency immediately all incidents that normally require notification. Information and documentation of all accidents and/or incidents shall be reported on the first business day after the occurrence to the Right-Of-Way Permit Supervisor. Participants should work in view of at least one other person at all times.

Found items having a value of over \$25 are to be turned in to the County or to the appropriate law enforcement agency.



# ADOPT-A-ROAD

## Partners with Multnomah County

### Safety Rules

3/4

**First Aid** Each group shall have at least one First-Aid Kit. Each group should have at least one person present who is certified in First Aid. In case of emergency, each group shall keep a log on hand, which includes each participant's name, social security number, and medical coverage. Each driver shall know where the closest hospitals are and which routes to use to reach them.

**Infection Control** Precautionary measures shall be taken to prevent exposure to infectious diseases such as hepatitis. Basic measures include the wearing of gloves, washing hands before eating, and avoiding contamination of eyes and open cuts, scratches, sores, and rashes.

Possible sources of contamination may include disposable diapers, hypodermic needles, spoiled food, and dead animals. All bio-hazardous materials including medical wastes, spoiled food, and dead animals shall be left untouched and in place. Only diapers, which have decomposed, shall be picked up with litter. The Group Coordinator will notify the County of any found Public Health Hazards.

**Hazardous Substances** Items that are suspected of containing hazardous chemicals shall be left untouched and in place, and reported to the County or the proper Authorities as soon as possible. Some of these substances may be in containers with identifying labels. Key words to look for on labels are **CAUTION**, **WARNING**, and **DANGER**. Other substances may be unknown and transferred to identifiable containers such as milk jugs or bleach bottles. **Use Common Sense!** If in doubt, **Back Off! Do Not Handle or Attempt To Move These Materials.**

Possible materials of this type include fertilizer, flammable solvents, concentrated herbicides, insecticides or by-products of amphetamine or other drug laboratories.

All hazardous substances and medical wastes (needles) shall be marked for County removal.

**Collection of Litter or Landscape Debris** Litterbags or landscape debris bags shall be filled to capacity taking care not to overload them. A completely filled bag can weigh between 5 to 30 pounds depending on the type and density of the materials. Cardboard, which has been broken down, can serve as a liner between the litter and the polyethylene bag. The cardboard may prevent bodily injury due to the penetration of sharp objects from the bag. All glass should be placed as much to the center of the bag as possible.



# ADOPT-A-ROAD

Partners with Multnomah County

## Safety Rules

4/4

**Collection of Litter Or Landscape Debris** Litterbags or landscape debris shall never be slung over one's back, but carried slightly away to one's side. Litterbags are not to be placed on the paved shoulders or near traffic lanes as they usually end up being moved by the wind and hit by traffic. They can be placed under guardrails, slightly behind a curb as opposed to in the gutter, against a signpost, or possibly weighted down with other heavier bags or materials to keep them in place. (continued) Bags should be grouped in piles when possible. Larger items can be grouped with trash bags in piles.

**Cleanup Caddies (Grapplers)** The County will offer litter devices known as Cleanup Caddies (or grabbers) on a limited basis. They should not be used on materials whose weight is more than one pound nor should they be forced into the ground when not in use. Materials weighing more than a pound should be handled by hand.

**Miscellaneous Rules** Good hearing, eyesight, and reaction time are paramount when working on the roadside. The use of "Walkman" type electronic devices is forbidden. Participants shall be mentally alert and physically prepared for uneven ground, slippery and unstable areas, and for climbing and descending gradual slopes. Climbing steep slopes or grades is prohibited.

Groups shall stay well clear of maintenance and/or construction projects. Litter pick-up in and around tunnel areas or on bridges is forbidden. Litter pick-up shall be suspended during hazardous weather conditions or when poor lighting conditions exist.

Participants should stay in view of at least one other person at all times. If a stranger acts with inappropriate behavior, immediately contact a team member, group leader or law enforcement.

**Necessary Forms on the Work Site** The Group Coordinator shall have the permit in their possession:

- ☐ a copy of the entire **Adopt-A-Road packet**,
- ☐ copies of the **Individual Participant Release Form** (page 18) for each participant,
- ☐ copies of the **Parental/Guardian Release Form** (page 19) for participants under 18 years old,
- ☐ the **Work Day Release Form** (page 21),
- ☐ a copy of the **Group's Active Participant Log** (page 20).

*By participating in this project, you are representing the citizens of Multnomah County. Your behavior and actions should reflect the highest standards of citizenship!*



# ADOPT-A-ROAD

Partners with Multnomah County

Individual  
Participant  
Release  
Form

1/1

## TO BE SIGNED BY ALL PARTICIPANTS (INCLUDING THOSE UNDER THE AGE OF 18)

Name of Organization			
Name of participant (print or type)		Social Security Number	
Address	City	Zip	Telephone Number
Person to notify in case of emergency		Relationship	
Address	City	Zip	Telephone Number

The Transportation Division's Adopt-A-Road Program is for volunteers that donate their time to help keep Multnomah County's Road Rights-Of-Way clean and clear of debris. Participants are advised that working adjacent to a road can be hazardous, and that they must exercise due care in performing litter pick-up activities. Participants must receive safety training utilizing training aids furnished by the County prior to participating in any cleanup activity. Participants must wear the safety vest furnished by the County and appropriate protective clothing during cleanup activities. *Participants must obey the **Safety Rules** (pages 14 – 17) at all times!*

By signature below I verify that I am a volunteer, 13 years of age or older, have viewed the Adopt-A-Road Safety Video, and read the **Safety Rules**. I also understand the rights, responsibilities, and privileges of participation in the Adopt-A-Road Program. I agree to release and hold harmless Multnomah County and its officers, agents and employees, from any liability for any damages or injury arising out of or resulting from my participation in this program or working within the public road right-of-way.

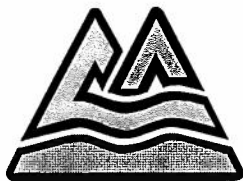
Signature of Participant	Date
Signature of Parent or Guardian if Participant is under the age of 18 years	Date

Age if less than 18: _____
----------------------------

Office use only
Date of signed Parental/Guardian Release Form: _____

Group  
Coordinator's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Group #	Office use only	IRIS Road #



# ADOPT-A-ROAD

Partners with Multnomah County

Parental/Guardian  
Release  
Form

1/1

## TO BE COMPLETED FOR ALL PARTICIPANTS UNDER 18 YEARS OF AGE

Group Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

By signature below I certify that my child is 13 years of age or older and has my full permission to participate in Multnomah County's Adopt-A-Road program. I have read and understand the **Safety Rules** (pages 14 - 17) which explain the rules and responsibilities of participants in the program. My child has also read and understands the **Safety Rules**. I understand the rights, responsibilities, and privileges of participation in the Adopt-A-Road program. I release Multnomah County, its officers, agents and employees from liability for any damages or injury arising out of or resulting in anyway from my child's participation in this program or working within the public road right-of-way. Further, I understand, and agree that the group and not Multnomah County will provide parental supervision.

**I have read, and fully understand and agree to the terms of this release.**

*Please Print*

Parent's/Guardian's Name: \_\_\_\_\_

Parent's/Guardian's  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Group  
Coordinator's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Group #	Office use only	IRIS Road #





# ADOPT-A-ROAD

Partners with Multnomah County

Group's  
Active  
Participant  
Roster

1/1

TO BE FILED BY THE GROUP COORDINATOR

Date _____ Location _____ Group _____
---------------------------------------

The Group Coordinator must complete and file the roster seven days before each work event. Each participant must receive safety training at least once a year. Check (✓) the box if the **Individual Participant Release Form** (page 18) is on file. If the participant is younger than 18 years old, the **Parental/Guardian Release Form** (page 19) also must be on file and checked.

	Participant's Name (print or type)		Last Safety Instruction Date	Participant Release Form on file	Parental / Guardian Release Form on file
	Last	First			
1.	_____	_____	_____	<input type="checkbox"/>	<input type="radio"/>
2.	_____	_____	_____	<input type="checkbox"/>	<input type="radio"/>
3.	_____	_____	_____	<input type="checkbox"/>	<input type="radio"/>
4.	_____	_____	_____	<input type="checkbox"/>	<input type="radio"/>
5.	_____	_____	_____	<input type="checkbox"/>	<input type="radio"/>
6.	_____	_____	_____	<input type="checkbox"/>	<input type="radio"/>
7.	_____	_____	_____	<input type="checkbox"/>	<input type="radio"/>
8.	_____	_____	_____	<input type="checkbox"/>	<input type="radio"/>
9.	_____	_____	_____	<input type="checkbox"/>	<input type="radio"/>
10.	_____	_____	_____	<input type="checkbox"/>	<input type="radio"/>

Use additional forms if needed. Please file with the County no later than 7 days before the work activity.

Group  
Coordinator's  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Group #	Office use only	IRIS Road #



# ADOPT-A-ROAD

Partners with Multnomah County

Work  
Day  
Release  
Form

1/1

Date \_\_\_\_\_ Location \_\_\_\_\_ Group \_\_\_\_\_

**TO BE SIGNED BY ALL PARTICIPANTS THE DAY OF WORK ACTIVITY BEFORE WORK BEGINS**

By signature below, I hereby release Multnomah County from any and all responsibility for any accident or injury that I might incur while participating in Multnomah County's Adopt-A-Road program. I also understand the rights, responsibilities, and privileges of participating in the Adopt-A-Road program. I agree to hold harmless and indemnify Multnomah County, its officers, agents and employees from liability for any damages or injury arising out of or resulting in any way from my participation in this program or working within the public road right-of-way.

Group Coordinator: Check the ☐ (box) if the participant's **Individual Participant Release Form** (page 18) is on file. If required, check the ☐ (circle) if the participant's (ages 13 -17) **Parental/Guardian Release Form** (page 19) is on file.

	Please Print Full Name	Signature	Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1.	_____	_____	_____	<input type="checkbox"/>	<input type="radio"/>
2.	_____	_____	_____	<input type="checkbox"/>	<input type="radio"/>
3.	_____	_____	_____	<input type="checkbox"/>	<input type="radio"/>
4.	_____	_____	_____	<input type="checkbox"/>	<input type="radio"/>
5.	_____	_____	_____	<input type="checkbox"/>	<input type="radio"/>
6.	_____	_____	_____	<input type="checkbox"/>	<input type="radio"/>
7.	_____	_____	_____	<input type="checkbox"/>	<input type="radio"/>
8.	_____	_____	_____	<input type="checkbox"/>	<input type="radio"/>
9.	_____	_____	_____	<input type="checkbox"/>	<input type="radio"/>
10.	_____	_____	_____	<input type="checkbox"/>	<input type="radio"/>

Use additional forms if needed. Please file with the County no later than 7 days after the work activity.

Group  
Coordinator's  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Group #	Office use only	IRIS Road #