

# ADOPT-A-ROAD

Adopt-A-Road is a fun, educational, and worthwhile program that will provide your company or organization prominent recognition while saving taxpayer dollars. You can clean up and beautify a stretch of County road with cooperation of the Public Works Department and a minimum of red tape. This is a great way to promote civic responsibility, community pride, and camaraderie within your organization.

## Who can Participate?

- Individuals.
- Organizations.
- Businesses.

## Your Commitment:

- Pick up litter for two years on a minimum of a two-mile stretch of roadside once every 3 months minimum or as conditions warrant.
- Do the work with your own people or hire a contractor.
- Follow all safety and permit requirements.
- Provide your own logo or insignia if you want them on the recognition panels.
- Obtain a permit from the Public Works Department.

## Our Commitment:

- We loan you safety gear (orange vests).
- We provide free trash bags and dispose of the trash that you collect.
- We install Adopt-A-Road signs with a name recognition panel and warning signs.
- We do not require insurance for volunteer participants.

## You Get the Rewards.

- You get your own satisfaction from a job well done.
- You get public recognition from Adopt-A-Road signs installed on your adopted roadway.
- Your contributions will be acknowledged in press releases.
- You will receive a certificate of appreciation when your commitment is complete.

## How to Get Started:

- Select the location you prefer from the approved road list or suggest your own road.
- Talk with the Public Works Department coordinator about the location you have selected.
- If your area is available, and safe for adoption, apply for a permit.
- Allow one month for sign placement.
- Notify the maintenance Supervisor before each work event.
- Review and follow safety requirements.
- Perform the work satisfactorily and safely.

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Contact the SLO County Public Works Department at 781-5276 Fax: 781-1330

- For more information.
  - To see if the location you want is adoptable.
  - To apply for a permit.
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### Adoption Checklist

- Decide on the general location and type of adoption you want.
- Call your local Adopt-a-Road Coordinator to discuss available adoption opportunities and select a specific site.
- Send a signed and completed Adopt-a-Road Permit Application to your local Adopt-a-Road Coordinator. Groups using contractors must have their contractor submit a separate application.
- Obtain approval of your recognition panel's wording and design from your Adopt-a-Road Coordinator.
- Wait for your Adopt-a-Road Encroachment Permit to arrive in the mail.
- Call the County representative listed on your Encroachment Permit and schedule a safety orientation.
- Attend the safety orientation and collect your Adopt-a-Road supplies, safety equipment and handouts.
- Abide by the provisions listed in your Encroachment Permit package and enjoy participating in the Adopt-a-Road Program along with the hundreds of other dedicated County residences.

#### Your Permit:

- Read, understand, and conform to the provisions of your permit.
- Provide a copy of the safety requirements to each participant.
- Conduct an initial safety meeting and discussion before you begin each litter pick-up session.
- Each work group must have a copy of the permit and safety requirements in its possession during clean-up activities.

#### Cancelling Permits

- Violation of any of the provisions of your permit could result in its cancellation. You, or San Luis Obispo County Public Works, may cancel the permit anytime you are unable to meet the permit requirements.
- San Luis Obispo County Public Works may temporarily suspend permits for safety reasons, such as road work.

#### Permit Renewals:

- If no one is on the waiting list, you can renew the permit for your primary location as many times as you wish.
- You can't transfer your permit to others.
- To be fair to groups on the waiting list, you may be asked to relinquish your adopted segment, after your period of adoption is over.
- Once there is a waiting list you may be limited to two renewals on your primary location.
- Permits and renewals will be issued for one year.

#### If the Section You Want is Already Adopted:

- Your name can be put on a waiting list.
- If the current adopter quits you will have a chance to adopt that section according to your rank on the list.

You may have a chance to adopt a section when the current permit expires, or when the current adopter runs out of renewals.

#### Recognition Signs

- Public Works will place Adopt-a-Road signs facing traffic at each end of your litter project.
- The location of signs is at the sole discretion of San Luis Obispo County Public Works.
- If you wish to provide it, the recognition panel may be customized with your name or logo.
- Recognition panels must conform to Public Works Standards. No products, slogans, street names, or directions are permitted on the panel.

#### What is Adoptable?

- All county roads will be considered for adoption but certain areas may be unadoptable due to safety or other considerations.
- *The County cannot guarantee the safety of any segment of road subject to adoption.*

#### Areas May Not be Adoptable If:

- They are already adopted.
- Access to work areas is unsafe.
- The work area is unsafe without traffic control.
- The shoulders or roadside are too narrow.
- Visibility is too restricted.
- The road is within an urban area.
- Construction or other work is under way or planned.
- Traffic is too heavy.
- Vehicle runoff potential is too high.
- Terrain is too rugged or vegetation is too dense or fragile.
- Site conditions are unsuitable for your group's age level or experience.
- Frequency of litter pick-up is too great for your group.

#### Adoption Policy

- One participant may adopt one area which is generally and approximately 2 miles at a minimum.
- Renewal privileges are not automatic if others are on the waiting list.

## Safety

- USE COMMON SENSE.
- Individual Participants are responsible for their own safety and thus the success of this program.
- Participants must realize that they are working in a potentially hazardous environment and diligently follow all safety requirements.
- The selection criteria for determining adoptable locations will reduce but not eliminate this risk.
- Participants hold the County harmless for death, injury, and property damage.
- The minimum age for participants is 16 years old.

### Safety Gear and Clothing:

- The warning signs are to warn motorists of your work crew. Open the signs before beginning work and remember to close them before you leave.
- Wear orange vests and gloves whenever you are out on the roadside – put them on ahead of time.
- Wear long pants and sturdy shoes or boots.
- Light-colored clothing, long sleeve shirts, and sunscreen are suggested.

### When on Foot:

- Be alert and keep an eye on traffic.
- Exit and enter your vehicle on the side away from traffic whenever possible.
- Walk and work facing oncoming traffic whenever possible. It is best to work facing oncoming traffic whenever possible. It is best to work down one side of the road, cross, then work back to your cars.
- Do not walk on the roadway or bridges.
- Do not enter drainage facilities.
- Never work on the roadway.
- Use caution when crossing any road or traveled way; use crosswalks and signals where available.

### Works Habits:

- Do not work on holiday weekends or 24 hours before holiday weekends.
- Do not work when it is raining or foggy or when the road is wet or icy.
- Discontinue your work before dusk.
- Do not touch potentially hazardous materials such as powders, chemicals, weapons, sharp objects, or dead animals – *notify the Sheriff or the Public Works Department of any suspicious objects or materials.*
- Avoid overexertion and drink plenty of water.
- Do not consume alcoholic beverages or drugs before or during your work session.
- Watch for ticks and snakes.

### Access and Parking:

- If possible, park completely outside of the road right-of-way and walk in.
- To reduce congestion at the worksite, have your workers carpool.
- If you have to park your vehicles in the right-of-way, park completely off the pavement, at least six feet from the traffic lane.
- Never park on a bridge or other structure.
- Do not park in grassy areas where your vehicle's exhaust could start a fire.
- Do not use your emergency flashers when parked.
- If you are working some distance from your vehicle, display your permit or a note indicating "Adopt-a-Road crew at work" in your vehicle's windshield for Highway Patrol identification.
- Use caution when you leave the work site in your vehicle; use your signals, pull onto the pavement carefully, and be sure to consider the speed of the traffic.

## **SAFETY REQUIREMENTS FOR PARTICIPANTS**

**While on the roadside, always remember: SAFETY FIRST!**

Use common Sense to protect yourself and others:

- Stay off of the roadway. Do not work on bridges, structures or in culverts.
- Use caution when crossing roadways.
- Face oncoming traffic as you work and keep an eye on traffic. Be prepared to move quickly, if necessary.
- Properly open your warning signs before working and close them before leaving. Only work within this safety zone.
- Work in small groups (3 to 5). **DO NOT BUNCH UP.** Larger groups should be broken up into smaller ones and dropped off at different locations.
- Discontinue work before dusk.
- Do not work when fog or other conditions reduce visibility for drivers.
- Do not work when roadway is wet or icy.
- Do not touch or attempt to remove materials which you suspect may be toxic or hazardous. Items to avoid include powders, chemicals, smelly substances, suspicious packages, chemical drums or containers, weapons, syringes or hypodermic needles, and dead animals. Notify the Public Works Department or the Sheriff's Department of the location of weapons or suspected toxic or hazardous substances immediately by calling 911 or the Environmental Health Department at (805) 781-5544.
- Notify the Public Works Department of any unusual road conditions at (805) 781-5252.
- Do not compact trash bags. Injuries can occur from broken and jagged objects.
- Place filled trash bags grouped together away from the pavement, near turnouts. This will permit safe retrieval by the road crews.
- Wear orange safety vests and gloves whenever you are on the roadside; safety glasses or sunglasses are recommended.
- Wear long pants and substantial leather shoes or boots with ankle support. Watch your footing and stay off steep slopes, drainage facilities, or places from which you might fall. Light colored clothing, long sleeve shirts, and sunscreen lotion are recommended.
- Do not turn, throw objects, engage in horseplay or any other activity which may distract drivers.
- Avoid overexertion. Drink plenty of water, especially on warm, humid days.
- Do not consume alcoholic beverages or drugs before entering, or while on the roadside.
- Know what poison oak looks like. Watch for rattlesnakes. Also be alert for ticks, stinging insects and plants (e.g. nettles).

## **RECOGNITION PANEL INFORMATION**

**Recognition is limited to the name, logo, or both of a participating sponsor.** Although there is advertising value inherent in the recognition panels, they are not intended to be an advertising medium. They are to identify (with minimum text) and recognize the participant who is responsible for the adoption activity begin performed.

Logos must be provided by the participants, as the County of San Luis Obispo forces have no way of making logos. The County of San Luis Obispo forces can only make black block letters on a white background.

Participants may provide customized recognition panels **at their expense**. The County of San Luis Obispo will provide blank panels at no charge. **An accurate, scaled, colored drawing must be reviewed by the County of San Luis Obispo before approval of any customized panel can be granted.**

All recognition panels shall have **at least 50% white background**.

The accumulated use of red, orange, or yellow for logos and lettering shall not exceed 30% of the entire panel area.

The use of **fluorescent, neon, reflective, or day glow colors is prohibited**.

No product name is allowed on the recognition panel, except when the name is an established and integral part of the participant's business or company name. No telephone, cell phone, pager, or fax numbers, no electronic mail addresses, no ham radio identification, no mailing or street addresses, no slogans, no street names, or directions are permitted on the panels. Street names are allowed only if there is another business with the same name in the same town. For example, if there were two McDonald's in town, the street name would help identify which McDonald's was responsible for the adoption.

Internet addresses are prohibited unless they are the actual name of the sponsor. We must have a copy of the sponsor's business license or bylaws (for an organization) in order to have proof on file.

Recognition of alcohol or tobacco products is not permitted. The recognition of tourist related winery facilities is acceptable.

Reference to political parties or political title (i.e. Senator, Governor, etc.), and wording such as, "In Memory of..." or "Dedicated to", will not be permitted.

SAN LUIS OBISPO COUNTY PUBLIC WORKS DEPARTMENT  
**ADOPT-A-ROAD PERMIT APPLICATION**

<b>FOR COUNTY USE</b>	
PERMIT NO.	DATE OF APPLICATION
COUNTY ROAD NO.	MILEPOST (BEGINNING)
FEE:	RECEIPT #

**PERMISSION IS REQUESTED TO ENCROACH ON THE COUNTY HIGHWAY RIGHT OF WAY AS FOLLOWS:**  
*Complete all items, N/A if not applicable.*  
*Application is not complete until all required attachments are included.*

<b>APPLICATION INFORMATION</b>	<b>ORGANIZATION OR APPLICATION</b>	
	<b>NAME OF AUTHORIZED SPOKESPERSON</b>	<b>ALTERNATE</b>
	<b>ADDRESS (MAILING)</b>	
	<b>CITY, STATE &amp; ZIP CODE</b>	
	<b>TELEPHONE NUMBER (DAYTIME)</b>	<b>ALTERNATE</b>
<b>LOCATION INFORMATION</b>	<b>GENERAL LOCATION</b>	<input type="checkbox"/> ON ROAD LIST <input type="checkbox"/> REQUEST REVIEW OF ROAD
	<b>ROAD</b>	<b>FROM MILEPOST    TO MILEPOST</b> ---
	<b>NEAREST CROSS STREET (DISTANCE AND DIRECTION FROM SITE)</b>	
<b>WORK INFORMATION</b>	<b>TO BE PERFORMED BY</b> <input type="checkbox"/> VOLUNTEERS <input type="checkbox"/> OWN FORCES <input type="checkbox"/> CONTRACT FORCES	
	<b>ESTIMATED STARTING DATE</b>	<b>PERMIT EXPIRATION</b>
<b>AUTHORIZED SIGNATURE</b>	<i>THE UNDERSIGNED AGREES THAT THE WORK WILL BE DONE IN ACCORDANCE WITH PUBLIC WORKS RULES AND REGULATIONS AND SUBJECT TO INSPECTION AND APPROVAL</i>	
<b>AUTHORIZED SIGNATURE</b>		
<b>PRINTED NAME</b>		<b>TITLE</b>
<b>DAYTIME PHONE NO.</b>		<b>EMERGENCY PHONE NO.</b>