



PARTICIPATION AGREEMENT INFORMATION

- Congratulations Letter
- Application, Signing Requirements, Terms and Conditions
- Signature Page
- Attachments A—Indemnify the Department
- Attachments B—Safety Recommendations and Requirements

Note to Coordinator: Discard this page prior to sending to potential participant. Customize the “Congratulations” letter by adding your name and address.

To be filled out by County Coordinator

SAMPLE “CONGRATULATIONS” LETTER

John Doe
1234 North 5th Street
Anywhere, PA 00001

Dear Mr. Doe:

Congratulations on your commitment to PennDOT’s Adopt-A-Highway program and to join many other citizens across the Commonwealth who are helping to keep our roads clean and enjoyable for everyone, and you’ll get your name on a sign!

Here is a copy of the agreement you will need to sign to formally join the program. Each copy needs to have original signatures. The agreement spells out the specific guidelines of the program including:

- The section of highway you choose to adopt.
- Your commitment to pick up litter at least two times a year for a two-year period; it is mandatory to schedule one pick-up in March-April during the time of the Great American Cleanup of Pennsylvania and one pick-up in September- October.
- The requirements to provide safety training to group members, using PennDOT materials, and to obey safety procedures while at work on the highway.
- The requirement that each participant sign Attachment A before going out to pick litter. A parent or guardian is required to sign Attachment A if children under 18 years of age will participate.

This document constitutes an agreement between PennDOT and the adopting group or individual. Please read it carefully and understand it fully before you sign it.

Once you have returned the signed agreement, I can begin processing the document and ordering the sign for posting on your portion of highway to acknowledge your efforts.

Once the agreement is executed, I will schedule a date for you to pick up your safety supplies and schedule your first pick-up date.

Thank you for helping to make Adopt-A-Highway a success in Pennsylvania.

Sincerely,

Your Name
Adopt-A-Highway County Coordinator

ADOPT-A-HIGHWAY APPLICATION

Please Print:

County: _____

Date: _____

Adopting Group/Individual: _____

Address: _____

Contact Person: _____

Telephone: _____

Email: _____

Requested Highway or Location, Road Name, SR number (if known) Specific Portion (State Route Number/Segment/offset, if known), nearest intersecting roads, addresses;

First Choice:

Second Choice:

Third Choice:

Expected Number of Participants: Adults: _____ **Minors:** _____

AAH GROUP NAME SIGN SPECIFICATIONS

There are two width sizes of AAH Group Name signs: a 36-inch wide sign which is to be used on two and three lane conventional highways and other roadways where sign size is limited, or a 48-inch wide sign which is to be used on Interstates, expressways, ramps and other four-lane divided highways. The 48-inch wide sign can be used on any roadway only after obtaining the approval of the District Traffic Unit.

The maximum number of lines on any size nameplate is two.

- 36-inch signs have a maximum number of 16 characters or spaces per line using a normal stroke and 22 on a reduced stroke. 48-inch signs have a maximum number of 20 characters or spaces on a normal stroke and 26 on a reduced stroke.
- 36-inch wide sign gets a 36-inch nameplate. 48-inch wide sign gets a 48-inch nameplate. (No mix and match signs and nameplates will be done).
- Any abbreviation used must be decided upon by the AAH County Coordinator and the Group and submitted on the Application Form.

ADOPT-A-HIGHWAY SIGN DESIGN

Because of space limitations on Adopt-A-Highway signs, the blocks below are designed to allow both the applicant and the sign fabricator to come to an agreement that is practical and convenient.

There is a maximum allowance of 2 lines on a sign. A 36-inch sign has a maximum number of 16 characters or spaces per line using a normal stroke and 22 on a reduced stroke. A 48-inch sign has a maximum number of 20 characters or spaces on a normal stroke and 26 on a reduced stroke.

The sign fabricator will make the sign as it is written in the spaces below. Specific requests, therefore, must be discussed with your Adopt-A-Highway Coordinator.

1. Enter the name of your group, as you want it to appear on the sign panel. (Abbreviations may be used).
2. Enter only the name of an organization, a business or a person.
3. Logos, slogans, dates, telephone numbers, Internet addresses, etc. are not permitted on signs.
4. Use only one character per space.
5. Skip one space between each word.
6. Sign fabricator will center the lettering on the sign panel.

PLEASE PRINT ONE LETTER PER BOX (SPACES AND PUNCTUATION MARKS COUNT AS ONE LETTER).

One line with 16 spaces: Maximum sign size is 48 X 8 or two lines with 20 spaces per line: Maximum sign size is 42 X 18

ADOPT-A-HIGHWAY AGREEMENT

TERMS AND CONDITIONS FOR PARTICIPATION IN THE PROGRAM:

1. Subject to the acceptance of the terms and conditions contained herein, PennDOT grants permission to the APPLICANT to adopt a state highway or portion thereof for a minimum period of two years beginning on the approval date indicated and subject to PennDOT's termination rights. It will renew automatically unless either party chooses to terminate it.
2. PennDOT will conduct an initial safety orientation meeting with authorized representative(s) of the APPLICANT and provide safety materials for use by the APPLICANT.
3. A.) The APPLICANT will conduct litter pickup at the location set forth in the application for a minimum of two times per year, subject to at least one week's advance call notice to the appropriate DOT County Maintenance Office's Chief Clerk (). The APPLICANT must make arrangements to pick up adequate numbers of safety vests, gloves, and plastic trash bags.

B.) The APPLICANT shall schedule one of the two litter pickups in March/April to coincide with the Great American Cleanup of Pennsylvania and one litter pickup in September/October prior to the winter season. The APPLICANT shall not conduct any litter pickups on busy holidays or holiday travel weekends or preceding days such as the Wednesday before Thanksgiving, Thanksgiving Day, the Monday following Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Fourth of July or a Fourth of July Weekend (Friday-Monday), Easter weekend (Friday-Monday), Memorial Day or a Memorial Day weekend (Friday-Monday). All activities must be conducted between one hour after sunrise and one hour before sunset.

C.) The APPLICANT must describe to PennDOT how they plan to dispose of/or arrange with us for our staff to pick up bags; PennDOT will then arrange, through the County Maintenance Office, to pick up the bags. The APPLICANT must provide notification to PennDOT of all scheduled litter pickup dates at least one week prior to each scheduled pickup.
4. The APPLICANT shall conduct safety orientation meetings to review, at a minimum, safety and other guideline materials supplied by PennDOT. Every person who will participate in the litter pickup must review safety materials provided by PennDOT (See Attachment B). No participant may be involved in the litter pickup unless he/she has attended at least one safety orientation meeting conducted by the APPLICANT and has executed a release, a copy of which is attached as Attachment A and made a part of this Document. An authorized representative of the APPLICANT must present the safety information to any potential participant and shall provide PennDOT with a listing certifying the names of all individuals who received safety orientation. Further, the APPLICANT shall conduct an on-site safety briefing, with all participants, prior to each pickup.
5. The APPLICANT will comply with the Safety Recommendations and Requirements set forth in Attachment B which is attached to and made a part of these Terms and Conditions.
6. A.) PennDOT, at its cost, will provide, install and maintain two permanent signs noting the Program and the Applicant's name at the beginning of the Site, one sign in each direction. Further, PennDOT will, upon request and at its cost, provide the APPLICANT with a "Litter Crew Ahead" sign for placement by the APPLICANT during litter pickups. Proper use and storage of the temporary "Litter Crew Ahead" signs will be the responsibility of the APPLICANT. PennDOT will replace the Adopt-A-Highway signs as necessary due to normal wear and tear.

B.) There shall be no business logo or commercial advertising used or displayed by the APPLICANT.
7. After each litter pickup, the APPLICANT shall contact their County Maintenance Coordinator to file a report setting forth the date of the pickup, the number of people involved, the number of bags of litter picked up, their contents (hazardous materials, poison ivy, guardrail debris, etc.) and the number of hours spent for the pickup. The information will be recorded by the County Coordinator and forwarded to the Statewide Manager of Highway Beautification.

8. PennDOT shall have the right to terminate this undertaking at any time by providing written notice to the APPLICANT if the APPLICANT does not comply with any of these terms and conditions; at any time the Applicant's work is unsatisfactory, unsafe, or if it causes a conflict with traffic; at any time the Program is suspended or discontinued; or at any time such termination is deemed to be in the best interest of PennDOT.
9. Any notice to or communication with PennDOT by the APPLICANT shall be with the appropriate PennDOT County Maintenance Office. Any notice to or communication with the APPLICANT shall be to the authorized signatory indicated on the Acceptance of Conditions and Terms signature page.
10. PennDOT will not enter into an agreement with any elected official or candidate for public office.
11. PennDOT encourages the APPLICANT to separate and recycle appropriate materials. However, where required by law ordinance, the APPLICANT MUST separate and recycle appropriate materials.
12. The APPLICANT acknowledges PennDOT's criteria for eligibility to participate in the Program included in this application and certifies that it meets all such criteria outlined below:

A.) Local community organizations, such as civic, social or school groups, will be eligible to adopt a highway as will individuals 18 years of age or older. Corporations, partnerships and sole proprietorships who wish to sponsor groups may do so; however, there will be no business logo or commercial advertising used or displayed by a group or any of its participants.

B.)The APPLICANT certifies that it does not represent an elected official or candidate for public office. C.) Participants will be required to conduct litter pickup for at least two years from the effective date of the agreement. APPLICANT may assign its obligation to another group or business subject to PennDOT's prior written approval.

D.) The minimum age for participation is eight (8) years of age. Groups with members between the ages of eight and 17 must be supervised by adults eighteen years of age or older in the ratio of one adult per eight participants between the ages eight and 17 whenever there is a litter pickup. No person under the age of 16 will be permitted to perform litter pickup on any highway which is part of the interstate system.

The paragraphs contained in the attachments A and B will provide you with the conditions for participating in PennDOT's Adopt-A-Highway Program. Once you have read the stipulations and agree to abide by them, please indicate your acceptance by providing properly authorized signatures and the current date in the signature area that follows. After you have returned your signed and dated acceptance of the conditions for participating, PennDOT will approve your participation with the signatures of its duly authorized representatives and will then contact you to indicate your acceptance in the program. You will also receive a copy of the entire packet to retain in your files for future reference. We look forward to working with you, and thank you for volunteering to help Keep Pennsylvania Beautiful!

SIGNATURE PROCESS SHEET

ACCEPTED: DULY AUTHORIZED REPRESENTATIVE OF APPLICANT

NAME: _____

(Please Print)

SIGNATURE: _____

TITLE: _____

(Please Print)

DATE: _____

ATTESTOR NAME: _____

(Please Print)

ATTESTOR SIGNATURE: _____

TITLE: _____

(Please Print)

DATE: _____

PennDOT Use Only:

COUNTY/DISTRICT AAH COORDINATOR—Review for completeness, assign document number and enter into AAH tracking system. Please forward copy of SIGNATURE PROCESS SHEET to BOMO AAH Manager, once fully executed.

Document No. _____

(Please Print)

Date _____

(Signature)

COUNTY MAINTENANCE MANAGER—Acknowledges Signing and Services

(Please Print)

Date _____

(Signature)

DISTRICT EXECUTIVE or **DESIGNEE—Approval

(Please Print)

Date _____

(Signature)

**** As in this example, a county maintenance manager or ADE may sign for the DE; however, the word "for" must be placed in advance of the signature as shown here.**

ATTACHMENT--A

Name: _____

(Please Print)

RELEASE:

I understand that participation in the Adopt-A-Highway Program and litter pickup involves standing and walking near a state highway and that there are certain risks involved. I hereby release the Commonwealth of Pennsylvania, Department of Transportation, from any liability associated with the risks involved with participation in the Adopt- A-Highway Program. I have also reviewed the Adopt-A-Highway safety materials as a prerequisite in the Adopt- A-Highway Program.

SIGNATURE

**Guardians must sign for anyone under age 18*

DATE

GROUP NAME (Please Print)

ATTACHMENT--B

PennDOT SAFETY REQUIREMENTS **SAFETY BRIEFING BEFORE PICKUP:**

- o Have ALL Traffic signs, high visibility vests, hats, & gloves assembled and distributed, with extra quantities if needed;
- o Have 'LITTER CREW AHEAD' signs properly placed;
- o Know emergency procedures such as the location of the nearest emergency facility and how to quickly summon the police or an ambulance;
- o Provide their own First-Aid Kit, and include kit with other supplies during litter pickups;
- o Avoid overexertion and heat problems by drinking water and taking breaks;
- o Carpool to the litter pickup site;
- o Wear the recommended attire: long-sleeves, blue jeans or long pants, leather shoes or boots, and gloves;
- o Be careful of contact with poison plants, bees, wasps, hornets, fire ants and snakes. The recommended attire will usually prevent irritations from most plants;
- o Pay special attention to the handling of broken glass. Participants must be careful not to step or kneel on broken glass;
- o Be aware of visibility problems;
- o Be prepared for any unexpected behavior of motorists;
- o Park vehicles a safe distance from the traveled roadway;
- o Attempt to walk facing on-coming traffic;
- o Not stand or jump on guide rail, drainage pipes or concrete walls;

PennDOT SAFETY REQUIREMENTS

Participants shall:

- o Pickup one side at a time when cleaning a multi-lane highway with a median. Vehicles shall remain on the same side of the highway as the participants.
 - o Never cross over or pick up trash on the traveled pavement.
 - o Upon arriving at the work site, immediately display PennDOT's official "Litter Crew Ahead" safety sign in advance of pickup site.
 - o Not possess or drink alcoholic beverages.
 - o Use PennDOT safety training materials.
 - o Conduct at least one safety orientation meeting during the year.
 - o Provide appropriate and adequate adult supervision when youth groups are involved in litter pickups; that is one adult per eight participants between the ages of 8 and 17.
 - o Avoid peak traffic hours and extreme inclement weather conditions.
 - o Stay clear of all construction areas.
 - o Conduct pre-pickup safety talks.
 - o Avoid all horseplay or demonstrations of any nature on the right of way.
 - o Wear the safety vest provided by PennDOT.
 - o Avoid hazardous materials such as old car batteries, any unidentified questionable items and animal carcasses.
- Be aware of all known allergies of volunteers before participation

BEST SAFETY PRACTICES FOR VOLUNTEER GROUPS PARTICIPATING IN AAH, KPB & GACPA:

THE FOLLOWING ARE ESSENTIAL FOR YOUR AND THE PUBLICS' SAFETY!

- PRIOR TO START, HAVE ALL ROAD SIGNS BEEN PROPERLY SET UP TO NOTIFY THE PUBLIC?
- SIGN IN SHEETS: EVERYONE MUST SIGN IN AND BE ACCOUNTED FOR, NOT ONLY AT THE START BUT AT THE END OF THE DAY;
- BUDDY SYSTEM: EVERYONE SHOULD WORK WITH A "BUDDY" THEREBY LOOKING OUT FOR ONE ANOTHER; DOES EACH BUDDY GROUP HAVE A CELL PHONE, WITH A NUMBER TO CALL IF SOMEONE IS INJURED?
- APPAREL: ARE YOU DRESSED APPROPRIATELY? JEANS, GLOVES, STURDY FOOTWEAR, SUNGLASSES, HATS, LONG SLEEVED SHIRTS; IS YOUR BUDDY? LOOK OUT FOR ONE ANOTHER;
- MEDICATION(S): IF ALLERGIC TO BEE OR SPIDER BITES, DO YOU HAVE THE NECESSARY MEDICATION ON-HAND (ANIPHALACTIC INJECTION, TOPICAL OINTMENT);
- WEATHER; DO YOU HAVE APPROPRIATE OUTERWEAR FOR THE WEATHER OF THE DAY? DO YOU HAVE RAINGEAR?
- WAS EVERYONE PARTICIPATING GIVEN A SAFETY BRIEFING BEFORE STARTING TODAY? DO THEY KNOW WHAT TO DO IF CONTRABAND (DRUGS OF ANY KIND) IS FOUND? WEAPONS? HAZARDOUS WASTE?
- EVERYONE MUST WALK IN THE SAME DIRECTION (AGAINST TRAFFIC); STAYING OFF THE ROAD SURFACE, DO NOT TURN YOUR BACK TO TRAFFIC;
- IF YOU NOTICE ANYTHING SUSPICIOUS CONTACT YOUR GROUP LEADER.