



**SAGUACHE COUNTY ROAD & BRIDGE
ADOPT – A – ROADWAY PROGRAM
APPLICATION and HOLD HARMLESS AGREEMENT**

Organization Information

Name as it would appear on sign: _____

Address: _____

Contact Person: _____

Telephone No: _____

Email Address: _____

Adoption Information

Name and Number of Road: _____

Location - From: _____ To: _____

Approximate Mileage: _____

Applicant Statement

I have read and agree to the policies and procedures for the Saguache County Road and Bridge Adopt-A-Roadway Program. I understand that the Saguache County reserves the right to modify the scope of the adoption if, in the opinion of the County, the adopting organization's size is inconsistent with the highway section as identified above. I realize that working on this project may involve risks and hazards, including risk of injury to me. I am aware of the risks inherent in participating and do hereby assume sole responsibility for all such risks that could result in such injury and waive all claims against Saguache County Road and their respective agents, representatives, officers, employees, successors, assigns and insurers.

By signing this application and agreement, the undersigned agrees and acknowledges that he/she has the legal authority to apply for the individual or organization to participate in this program.

Applicants Signature & Title _____ **Date:** _____

Approval

Randal Arredondo, Supervisor
Saguache County Road & Bridge Department
305 3rd Street - PO Box 476
Saguache, CO 81149
719-655-2554
Email: saguachecountyadopt-a-roadway@gmail.com

Date: _____



**SAGUACHE COUNTY ROAD & BRIDGE
ADOPT – A – ROADWAY PROGRAM
Policies and Procedures**

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Policy:

It is the policy of Saguache County to permit organizations and individuals to assist in maintaining the roadways and highways located within the County free of litter and rubbish. The County recognizes that this is a valuable service rendered to the County and its Citizens, and that the volunteers should be recognized for this service.

Procedures – Please initial each line and return both pages with your application

1. Initial: ____ Each participant will be required to sign a “Volunteer Waiver Form” that your organization will be required to keep on file in case an incident occurs.
2. Initial: ____ Part of the Volunteer Waiver Form consists of everyone viewing the methamphetamine lab waste video. This is a short 7-minute video explaining the hazards that may be found alongside roadways. The video can be viewed by web access at: <https://www.cdot.gov/programs/adopt-a-highway/videos.html>
3. Initial ____ The adopting organization will commit to a one-year period of adoption. At the end of one year, the adopting organization may renew or terminate the adoption. Road adoptability is subject to the following criteria and availability.
 - A 2-mile section of roadway is preferred between road intersections or a logical ending point.
 - The adopting organization must notify the Road and Bridge department once they decide to terminate their commitment and return any supplies provided.
 - While an adopting organization may request to adopt a particular road segment, availability may be limited, and Saguache County may need to assign a road segment other than the one requested.
4. Initial ____ During the one-year commitment, the adopting organization will remove trash from the designated roadway a minimum of two times a year. This will occur between the first weekends of April through mid-October weather permitting. Program activities will be between the hours of one hour after sunrise to one hour before sunset and not during inclement weather. Weekends are preferred but cleanups are scheduled by the group leader. We ask that you notify the Road and Bridge department of your scheduled clean-up date as there may be construction projects in progress.
5. Initial: ____ The Road and Bridge department will dispose of the filled trash bags left along the roadside once the accomplishment form has been received or the cleanup is completed and reported.
6. Initial: ____ The Road and Bridge department will install a standard information sign at each segment of the adopted roadway acknowledging the adopting organization. Phone numbers or URL’s are not allowed on the signs. The signs will remain in place during the adoption period. Signs will be replaced once if they are stolen or vandalized.
7. Initial: ____ In the event that the organization or individual fails to actively maintain the designated area, the sponsoring individual or organization will be billed for the cost incurred in installing the recognition sign(s), and the sign(s) will be removed. The volunteer will be notified prior to the removal of the sign.
8. Initial: ____ The adopting organization agrees to participate in the Saguache County Landfill Recycling Program by separating recyclable materials during their pickup and ensuring the bags are clearly marked “Recyclables.”
9. Initial: ____ The Adopt-A-Roadway Program participants must be aware of the potential dangers involved while participating in this program which is to be performed and take full responsibility for any injury that could occur while working along the roadway. The potential dangers while participating in

this program while on County Roadways can include, but are not limited to: high speed traffic, potentially noxious plants, broken glass, hazardous materials, sharp metal, and potentially harmful wildlife such as snakes and skunks.

10. Initial: ____ Participating organizations agree to restrict clean-up activities to the area of right-of-way off the traveled portion of the roadway. Organizations further agree while performing activities on right-of-way, the method, manner, and appearance of the participants will not in any way distract, disrupt, or adversely affect traffic. Participants may not display messages, carry banners, or advertise their business affiliation or cause.
11. Initial: ____ The Adopt-A-Roadway Program is open to any individual, group, or family. Saguache County reserves the right to use its discretion in selecting adopting organizations.
12. Initial: ____ Participants must be 13 years old and up. Any group with members between 13-17 years old must be supervised by an adult (18 years and older.) At least one adult is required for every 8 participants between 13-17 years of age. A Family Age Waiver Form is available.
13. Initial: ____ A designated Contact Person is required for each organization to serve as the liaison with the Road and Bridge Adopt-A-Roadway Program. The Contact Person is the responsible party who is signing the application, scheduling clean-ups, submitting all forms, and ensuring compliance with the Cleanup and Safety Procedures are being followed. The Contact Person will submit the required Accomplishment Form to the Road and Bridge department for every completed clean-up, and organizations will set filled bags safely along the side of the road for collection by the County and bags with recyclable materials will be clearly marked.
14. Initial: ____ The designated Contact Person will designate a Team Leader that will be assigned to every scheduled cleanup event and the Team Leader will be responsible for ensuring that participants on his/her team complies with the Cleanup and Safety Procedures.
15. Initial: ____ Completion and submission of an Accomplishment Form are required after each completed cleanup. This assists the Road and Bridge department staff in monitoring the success of the program. The completion and submission of an Accomplishment Form is also required at the end of the one-year adoption period to inform the Road and Bridge department if your organization wishes to continue with the adoption or terminate the agreement at the end of the adoption period.

Saguache County Road & Bridge Department
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Saguache, CO 81149
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Email: saguachecountyadopt-a-roadway@gmail.com



**SAGUACHE COUNTY ROAD & BRIDGE
ADOPT – A – ROADWAY PROGRAM
Agreement Confirmation**

WHEREAS, SAGUACHE COUNTY

Recognizes the need and the desirability of litter free roadways;

WHEREAS, the Road & Bridge Adopt - A- Roadway Program has been established for civic minded volunteer organizations, families and/or individuals to contribute toward the effort of maintaining litter free roadways; and

WHEREAS, the _____
(Applicant)

is aware of the hazardous nature of work and will abide by all rules and safety requirements of the program.

THEREFORE, Saguache County has recognized

(Applicant)

as the adopting organization who agrees to restrict program activities to the area of right-of-way off the traveled portion of the following roadway:

County Road _____

Location – From: _____ To: _____

FURTHERMORE, the _____
(Applicant)

Accepts the responsibility of picking up litter on this section of roadway and agrees to the reporting and communication requirements with the Saguache County Road and Bridge department in a combined effort to promote a litter free environment in Saguache County for a period beginning:

Beginning _____ / _____ / _____ Renewing Each Year On: _____ / _____

Ending _____ / _____ / _____ Only Applies When Applicant or County Terminates Contract

Thank you for offering to Adopt-A-Roadway in Saguache County! Volunteers like you, play an important role in Saguache County's program and services and we are grateful for your interest!



**SAGUACHE COUNTY ROAD & BRIDGE
ADOPT – A – ROADWAY PROGRAM
Waiver and Release Agreement**

This is a release of liability, please read carefully before signing

In order for me or my child to participate as a volunteer in Saguache County's Adopt-A-Roadway Program, through the Saguache County Road and Bridge Department, and after due consideration of my or my child's age, health, physical condition, and ability, and the inherent risks and personal risks involved in this activity, I voluntarily agree to assume all risks of loss that arise out of my or my child's participation and agree to waive any and all claims against Saguache County and the other parties described below.

I hereby release, and agree to indemnify and hold harmless Saguache County, the Board of County Commissioners and any of their respective employees, agents, officers, representatives, successors, assigns and insurers from liability for any injury, loss or damage to my person or my child, or property, whether anticipated or unanticipated, resulting from my participation in any activities contemplated by this Agreement.

I realize that working on this program may involve risks and hazards, including the risk of injury, to my child or me. I am aware of the risks and hazards inherent in my or my child's participation and do hereby assume sole responsibility for all such risks and waive all claims against Saguache County and their respective agents, representatives, officers, employees, successors, assigns and insurers.

I do hereby acknowledge that I have viewed the Methamphetamine web based video on the Colorado Department of Transportation's website.

I agree that my child or I will abide by the rules and regulations of Saguache County while participating on this program. I hereby acknowledge that I have read, understood and voluntarily agreed to the foregoing waiver and release agreement.

Adopt-A-Roadway Organization Name: _____

Print Adult's Name: _____

Child's Name: _____ Age of Child: _____

Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature of Parent or Guardian if Volunteer is under 18 years of age

Thank you for offering to Adopt-A-Roadway in Saguache County! Volunteers like you, play an important role in Saguache County's program and services and we are grateful for your interest!



**SAGUACHE COUNTY ROAD & BRIDGE
ADOPT – A – ROADWAY PROGRAM
Volunteer Photo Consent and Release**

By signing this form, I voluntarily consent to have my or my child's photograph taken and by this consent give permission for such photograph(s) to be published. Further, if I take and submit a photograph(s) of my child or me to Saguache County, I also give permission for such photograph(s) of my child or me to be published. I also agree that any such photograph(s) of my child or me referenced above in this paragraph may be published in any media including, but not limited to, newsletters, websites, videos and press releases. I hereby also release and discharge the photographer of my child or me from any and all claims, including any claims for libel and/or invasion of privacy that may arise out of or in connection with the use of the photograph(s) to which I have agreed herein.

Print Adult's Name: _____

Print Child's Name: _____

Address: _____

Phone Number: _____

Email: _____

Signature (Required): _____ Date: _____
(If volunteer is under 18 years of age, parental/guardian signature is required)

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SAGUACHE COUNTY ROAD & BRIDGE ADOPT – A – ROADWAY PROGRAM Cleanup and Safety Procedures

Cleanup and Safety Procedures MUST be reviewed with the entire group prior to every cleanup

1. **Participants should meet at a designated areas prior to your scheduled cleanup to review cleanup and safety procedures.**
 - Team Leaders are responsible for ensuring compliance with Cleanup and Safety Procedures.
 - In addition, they are responsible for reporting hazardous materials to the Contact Person.
2. **For health and safety reasons, volunteers should dress properly**
 - Clothing should include: Hats or caps, gloves, long-sleeved shirts, leather boots or sturdy shoes
 - Clothing should be light or brightly colored to increase visibility to motorists.
 - Reflective vest should be used if provided.
3. **Stay off Roadway wherever possible**
 - All participants should be off the pavement and in the shoulder area for maximum safety when working.
 - Divide into two groups to patrol both sides of the road at one time and minimize crossing the roadway.
4. **Groups with members aged 13 to 17 years old**
 - All participants must be 13 years or older.
 - Any participants 12-17 years of age must be supervised by someone 18 years or older.
5. **Leave your pets at home**
6. **Park vehicles away from area to be cleaned**
 - Vehicles parked along the roadside in the cleanup area can cause participants to walk into the roadway, creating a dangerous situation.
 - Carpooling is an effective way to reduce the number of vehicles at the site, as well as conserve energy and minimize pollution.
 - Park as far off the road as possible.
7. **Observe all Pedestrian Laws and Safety Practices**
 - This includes, but is not limited to, facing oncoming traffic when walking along shoulders, looking both directions before crossing, crossing at corners when possible, etc.
 - Stay away from construction sites, county maintenance activities, bridges, ramps, and intersections.
 - Cleanup activities should be performed off the roadway only. Do not perform cleanup activities in the roadway itself.
 - Appoint a spotter to observe traffic conditions when working near roadway or a narrow shoulder.
 - Remember, this is for your protections.
8. **Keep filled litter bags off of pavement in shoulder area**
 - This keeps the traveled way clear for motorists and safer for pedestrians.
 - Put all recyclables (aluminum, steel, glass, etc.) into a separate bag marked with an “R”
Recyclables do not have to be further separated.

- Large items such as tires, lumber or other items that will not fit into the plastic litter bags should be placed along side of the road. Please do not put these items on the paved surface.
9. **Notify the Sheriff's Department Immediately in Case of Emergency**
- Dial 911 if any emergency arises – or call the Saguache County Sheriff's Office at 719-655-2525
10. **Please Be Courteous to Drivers**
- Being discourteous to drivers only creates more problems and can endanger others.
 - Never distract motorists with horseplay or abrupt, erratic movements.
 - If a situation arises where a motorist is creating problems for participants notify the sheriff's department immediately as they are trained to deal with criminal and dangerous acts. **Do not take the law into your own hands.**
11. **Dress appropriately for the weather and take necessary precautions**
- Clothing, liquids, and protection from the elements are all vital for a safe and healthy day. Wearing gloves is recommended.
12. **Large groups should be divided into teams of 12 or fewer.**
- Each team must have a designated Team Leader.
13. **Litter pickup may be performed only during daylight hours and in good weather conditions**
- Avoid peak traffic hours and abandon the cleanup if the weather turns inclement during your scheduled group cleanup and reschedule.
14. **Alcoholic Beverages and Drugs are Prohibited At ALL Times**
15. **Participants should avoid potentially dangers or hazardous materials as well as any objects found in the right-of-way that appears to be of questionable nature.**
- Such items include dead batteries, animal carcasses, syringes, discarded condoms and any containers with unknown substances.
 - Team Leaders should report these items to the Contact Person. The Saguache County Road and Bridge department should be notified of the location and county personnel will remove the substance or items.

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**SAGUACHE COUNTY ROAD & BRIDGE
ADOPT – A – ROADWAY PROGRAM
Contact Person and Team Leader Checklist**

Before Every Cleanup:

- _____ 1. Check County's website at saguachecounty.colorado.gov for any updates or additional information to share with your group.
- _____ 2. Notify your group of meeting and place and time.
- _____ 3. Verify all participants have watched the Methamphetamine Lab Waste Video and have signed and submitted the "Waiver and Release Agreement." For Saguache County.
- _____ 4. Walk or drive your road segment prior to meeting with your group to note construction areas and other hazards. Share this information with your group in your safety talk.
- _____ 5. Remember to bring a first aid kit, plenty of water and directions to the nearest hospital.

At the Meeting Place:

- _____ 1. Take a head count. Divide into teams as appropriate. Each team must have a Team Leader assigned.
- _____ 2. Make sure there is at least 1 adult for every 8 participants under 17 years of age and that all participants are at least 13 years old.
- _____ 3. Check for appropriate clothing. Hand out safety vests if provided.
- _____ 4. Ensure that participants are not under the influence of drugs or alcohol.
- _____ 5. Review Cleanup and Safety Procedures with the group. This MUST be done before every cleanup.

At the Cleanup Site, Team Leaders Should:

- _____ 1. Check that cars are parked as far off the road as possible and that all participants are wearing appropriate clothing, gloves and safety vests, if provided.

After the Cleanup:

- _____ 1. Collect any materials that you have handed out, including safety vests (if provided).
- _____ 2. Thank all group members for their hard work!
- _____ 3. Accomplishment Forms can be submitted via fax 719-655-2543 or by Email: saguachecountyadopt-a-roadway@gmail.com When reporting your cleanup provide the following information:
 - How many participants
 - How many hours
 - How many bags of trash that were collected
 - How many bags of recyclable items collected
 - Along with location of any hazardous materials including animal carcasses or large items.

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