

CONDITIONS FOR PARTICIPATION

**MARYLAND STATE HIGHWAY ADMINISTRATION
ADOPT-A-HIGHWAY PROGRAM**

CONDITIONS FOR PARTICIPATION

1. A one to three mile section of primary or secondary highway will be eligible for adoption. Litter pickup will be done on both sides of the roadway four times a year, more often if necessary.
2. Any local community organization, such as civic, social or school groups, will be eligible to adopt highways, as will any family with a participant of at least 18 years of age. All Groups and Participants must have approved agreements on file with the local SHA resident engineer before participation.
3. The SHA District Engineer or an appointed representative will select eligible sections.
4. The term "Group" means the organization or family that has volunteered to participate in the Adopt-A-Highway program. The term "Group Leader" means the person that is responsible for the groups safety training, completing litter pickups and forwarding information to SHA contact person, completing Group and Participant Agreements and forwarding information to SHA contact person. The term "Participant" means any individual member of a Group who takes part or who attempts to take part in a Group's litter pickup.
5. Prior to participation, it is the Group Team Leader's responsibility to ensure that each Participant reviews, signs and submits a Participant's Agreement to the State Highway Administration to verify that all requirements and safety conditions are understood and followed.
6. Viewing the safety video or attending a qualified safety presentation is an absolute must for every Participant before going out on the road.
7. Groups with members under 18 years of age must be supervised by adults (18 years or older). The minimum age for participation is 12. Anyone under 18 years of age must have parental or guardian consent.
8. There must be at least one adult for every five Participants between the ages of 12 and 17.
9. Groups must hold meetings at least twice a year to review safety and other guidelines. The Group Leader will then conduct the necessary safety meetings with each Group Participant at their convenience. No Participant may be involved in a litter pickup unless he/she has attended at least one such meeting a year and has submitted the Participant's Agreement to the SHA. The Group leader is responsible to ensure that litter pickups are performed only by those Group members who have viewed the safety training video and have submitted the Participant's Agreement to the SHA.
10. After each pickup, adopting Groups will file reports detailing the names of the persons involved, number of bags of litter picked up, hours spent, etc. Either pre-printed forms will be furnished by SHA for making the reports or the group may call the information into the local SHA Office. Records on the program will be kept by the local SHA office. The Maintenance Division will serve as the clearinghouse of the information for interested groups/media inquiries.

11. The State Highway Administration may reject a Group's application to participate in the Adopt-a-Highway program, cancel an existing agreement, non-renew an application to participate in the Program, or prohibit an individual from participating in a Group's litter pickup based on any of the following determinations by the SHA:
 - A. The Group Agreement or Participant's Agreement is incomplete or contains false information;
 - B. The Group or Participant fails to complete the mandatory safety training or fails to comply with the requirements of the safety training program;
 - C. The Group fails to comply with its responsibility to pick up litter in the adopted section of highway at least four times per year or as determined by the Adopt-a-Highway Coordinator and/or Resident Maintenance Engineer;
 - D. The Group or Participant's participation is or would be counterproductive to the purposes of the Program, including but not limited to:
 - 1) Causing an increase in litter on the adopted section of roadway or in the surrounding area; or
 - 2) Causing an increase in traffic congestion;
 - E. The Group discriminates on the basis of race, sex, age, religion, color, national origin, or disability; or
 - F. The Group or Participant's participation is impacting or would impact the safety of other Groups or Participants in the program, passing motorists, or State employees.
12. In return for your participation, the State Highway Administration will provide you with:
 - A. Express SHA's appreciation by placing on the designated roadway one sign with your Group's name for each direction of the adopted roadway. Businesses that wish to sponsor groups may do so; the business name will go on the sign in block letters. No business or other logos will be allowed.
 - B. Provide each group with a safety video and literature
 - C. Provide each participant with safety gear, safety equipment, and trash bags.
13. SHA reserves the right to revise these conditions as needed.

SAFETY EQUIPMENT AND PROCEDURES

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In order to provide adequate safety in the Adopt-A-Highway Program, the State Highway Administration will provide the following items:

1. Orange Safety Vest
2. Orange Hat
3. SWAT logo (fabric safety)
4. Group recognition sign
5. Litter bags

SAFETY PROCEDURES

1. Each Adopting Group will be assigned to a designated State Highway Administration (SHA) contact person (or an alternate). Coordination, training, questions and reports should be with the designated SHA contact person.
2. Each Group will designate a "Group Team Leader." The Group Team Leaders (18 years or older) are required to receive safety training provided by a qualified SHA representative.
3. Group Team Leaders must hold a safety talk with their Participants immediately prior to each pick up. Participants should be made aware of possible contact with poison plants, insect nests, hazardous materials such as chemicals and toxic materials in containers. All materials that appear to be hazardous should remain untouched and reported to the SHA at the completion of each day's litter pick up.
4. Litter pick up operations may only be performed during daylight hours and during good weather conditions. Adopting Groups must schedule pick up time in advance with their designated SHA contact person.
5. Adopt-A-Highway Participants should meet outside the designated work area and carpool to their assigned site. Carpool vehicles must be parked clear of the traveled roadway or as far as driving conditions permit.
6. All Participants in the Adopt-A-Highway Program will be furnished with an orange safety vest, orange hat, and litter bags. The Group Team Leader and all Participants must arrive on site wearing their orange safety vest and orange hat. Sturdy soled footwear, gloves and "First-Aid-Kits"

are suggested. Proper clothing for both summer and winter months should be worn. To avoid exposure to the sun and poisonous plants, long sleeve shirts and long pants are recommended.

7. Horseplay and alcoholic beverages are prohibited at all times.
8. Upon arrival at the designated section of highway assigned to your group for litter pick up, the Group Team Leader and possibly one assistant must display the official "Litter Pick Up-SWAT" logo sign (36" x 36" Fabric Sign). This is a safety warning sign.
9. Group Participants must work facing on-coming traffic at all times and stay away from the edge of the traveled portion of roadway. Participants must avoid construction sites, State maintenance activities, bridges and intersections. All litter pick up must stop prior to the intersection.
10. Upon completion of all litter pick up operations remove and pack away your "Litter Pick Up - SWAT" logo sign.
11. The Group Team Leader must notify their designated SHA contact person when litter pick up is complete. Bags must be tied securely by using the top portion of the bag.

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PARTICIPANT'S AGREEMENT

I have read and understand the Maryland Department of Transportation State Highway Administration's Conditions for Participation in the Adopt-A-Highway Program. I have been provided the following documents: Conditions for Participation and Safety Equipment and Procedures. I have read the conditions and procedures and have been shown the safety video and / or attended a safety presentation. I understand these Conditions and Procedures and agree to obey and abide by them and any other rule adopted or implemented by the SHA during my participation in the Adopt-A-Highway Program.

I am aware of the potentially hazardous nature of the work to be performed. Except to the extent any injury or damage is caused by the negligence of the State, its officers, agents or employees, I agree to waive any claim against the State with respect to any injury or damage arising out of my participation in the Adopt-A-Highway Program.

Name of Program Participant (Please Print)

Signature of Program Participant

Signature of Legal Guardian (If Participant is under 18)

Participant's Street Address

City, State, Zip

Telephone Number

Date

Name of Group