

**PASCO COUNTY
ADOPT-A-ROAD PROGRAM**

APPLICATION

Organization/Group Information:

Organization Name: _____
Address: _____
Telephone: _____
Contact Person: _____
Address: _____
Telephone: _____
Fax: _____
E-mail: _____
2nd Contact Person: _____
Address: _____
Telephone: _____
Fax: _____
E-mail: _____

Adoption Information:

County Road (Name/Number): _____
From: _____ To: _____
Miles: _____
Planned Start Date: _____
Planned Schedule: _____
Approximate Number of Participants: _____

Applicant Statement:

On behalf of _____ (group), I have read and agree to the procedures for the Pasco County Adopt-A-Road Program. I understand the hazardous nature of the work which is to be performed and take responsibility for the group's participation in the program.

Applicant's Signature Title Date

Recommend Approval/Disapproval (Circle One):

Solid Waste Director Date

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LITTER REMOVAL AGREEMENT

THIS AGREEMENT is made and entered into by and between PASCO COUNTY, by and through its Board of County Commissioners, hereinafter called COUNTY, and _____, hereinafter called GROUP.

W I T N E S S E T H:

WHEREAS, _____ (Road Name) is a part of the County Road System in Pasco County, Florida; and,

WHEREAS, the COUNTY has responsibility for operation and maintenance of the County Road System; and,

WHEREAS, the COUNTY is authorized to contract with the private sector for performance of its duties; and,

WHEREAS, the Pasco County Board of County Commissioners has encouraged the implementation of a County "Adopt-A-Road Program" for the participation of local organizations/groups in specific road litter removal projects, in accordance with Section 403.4131, Florida Statutes; and,

WHEREAS, the GROUP is desirous of adopting a segment of roadway to remove litter on _____ (Road Name) from _____ (Intersection) to _____ (Intersection).

NOW, THEREFORE, the parties agree as follows:

I.

THE GROUP SHALL:

A. Adopt the above section of road for the purpose of performing litter removal at least four (4) times per year.

B. Perform litter removal in strict accordance with the Florida Department of Transportation's Accident Prevention Manual, *Safe Field Work Practices*, Topic No. 500-000-004c; the Federal *Manual on Uniform Traffic Control Device* (MUTCD), and *Florida Department of Transportation Design Roadway and Standard Index 602*. The GROUP acknowledges that it is familiar with the provisions of such manuals.

C. Attend safety/training meetings scheduled and conducted by the Project Coordinator.

D. Remove litter during daylight hours only.

E. Remove litter during good weather conditions only.

F. Contact the Project Coordinator to arrange an appropriate litter removal schedule.

G. Ensure that all participants wear safety vests at all times during the litter removal activity. The Road and Bridge Department will provide traffic control signs, safety vests, first aid kit, large plastic bags, and blue bags for recyclables prior to litter removal activity. The GROUP will return these supplies when the activity is complete.

H. Not pick up litter at construction or maintenance sites, on bridges or overpasses, or on medians.

I. Only allow such persons to participate as are determined by the GROUP to be responsible enough to safely participate in the litter removal activities. Participating youths must be at least 12 years of age and the GROUP shall provide at least one adult supervisor for every five youths aged 12-15 who are participating in the litter removal activity.

J. Not bring persons to observe the activity if the person is under the age of 16 and is not an official participant.

K. Not wear clothing which would hinder the sight of participants.

THE TRAFFIC OPERATIONS DIVISION SHALL:

A. Provide permanent County Adopt-A-Road signs at the beginning and end of the adopted road section.

THE ROAD AND BRIDGE DEPARTMENT SHALL:

A. Provide safety vests, traffic control signs, first aid kit, large plastic bags, and blue bags for use by the GROUP.

B. Remove large plastic bags from adopted road section.

C. Remove certain litter under unusual circumstances (i.e., large, heavy, or hazardous items).

II.

The GROUP covenants and agrees that it will release, indemnify, save, and hold harmless the COUNTY and all its officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any act, action, neglect, or omission by the GROUP or any of its members, during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which COUNTY or said parties may be subject, except that neither GROUP nor any of its members shall be liable under this provision for damages arising out of injury or damage to persons or property directly caused by or resulting from the sole negligence of the COUNTY, its officers, employees, or agents.

III.

This Agreement shall remain in effect until terminated by either party. The COUNTY or GROUP may terminate this Agreement for any reason upon 30 days' written notice to the other party.

IV.

This Agreement may not be transferred or assigned in whole or in part without the prior written consent of the COUNTY.

V.

This Agreement is for litter removal activities only.

VI.

The Utilities Solid Waste and Resource Recovery Department Solid Waste Director shall mediate all questions, difficulties, and disputes of any nature whatsoever that may arise under or by reason of this Agreement, the prosecution of fulfillment of the services hereunder and the character, quality, amount, and value thereof. Decisions of the Utilities Solid Waste and Resource Recovery Department Solid Waste Director upon all claims, questions, and disputes shall be final and conclusive upon the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused these present to be executed this _____ day of _____, A.D., 20_____.

I CERTIFY that I have read the Agreement and understand the requirements contained in the Agreement and that I possess the authority to execute this Agreement on behalf of and binding the GROUP.

NAME OF GROUP: _____

BY: _____ DATE: _____
GROUP REPRESENTATIVE

TITLE: _____

ATTEST: _____ DATE: _____
NOTARY

WITNESS: _____ WITNESS: _____

PASCO COUNTY UTILITIES SOLID WASTE AND RESOURCE RECOVERY DEPARTMENT

BY: _____
SOLID WASTE DIRECTOR

WITNESS: _____ WITNESS: _____

PASCO COUNTY ADOPT-A-ROAD PROGRAM

SAFETY GUIDELINES

1. Remove litter only during daylight, nonpeak traffic hours, and during good weather. In case of lightning, the cleanup will cease and participants moved to a sheltered area. (Peak traffic hours are considered to be weekdays from 7:00 a.m. to 9:00 a.m., lunch time from 11:00 a.m. to 1:00 p.m., and from 4:00 p.m. to 6:00 p.m.)
2. Car pool to the cleanup site in order to minimize the number of automobiles on the roadside.
3. Park vehicles as far away from the pavement as possible and on the side of the road on which you are working.
4. Work zone shall be set up per FDOT guidelines.
5. Allow only persons 12 years of age or older to participate.
6. Provide at least one adult for every five participants between 12 and 15 years of age.
7. Do not bring persons of any age to observe the activity unless they are official participants.
8. Do not pick up litter at construction or maintenance sites, on bridges, overpasses, or medians.
9. An adequate first-aid kit will be available to all participants.
10. Know the best route to the nearest medical facility and have transportation immediately available.
11. Horseplay, intoxicating beverages, or illegal drugs will not be allowed.
12. Avoid suspected hazardous material, dead animals, sharps or needles, poisonous plants, or areas where snakes or insects may be located.
13. Do not try to remove large, heavy, or hazardous objects. Advise your Group Representative who will, in turn, advise the Utilities Solid Waste and Resource Recovery Department, Recycling and Education Section, who will take necessary action to have the item removed.
14. Recommend participants wear gloves, good quality shoes (no open-toe shoes), and light, bright-colored clothing. Clothing should not hinder the vision of participants.
15. Recommend sunglasses, hat, use of sun block, and insect repellent.
16. Have an adequate supply of drinking water on hand.
17. Wear safety vests at all times while participating in the cleanup.

18. Work only in the road right-of-way, in one group, with flow of traffic, and ON ONE SIDE OF THE ROAD AT A TIME. (The amount of right-of-way varies from 25 feet to 200 feet. You can normally clean the area from the edge of the pavement to the telephone poles.)
19. Minimize the number of persons working along the roadside at any given time by proper scheduling.
20. Notify the Group Representative who will, in turn, notify the Utilities Solid Waste and Resource Recovery Department, Recycling and Education Section, of any traffic signs that have fallen over or that have been knocked down, or any large objects that are a hazard to traffic or pedestrians.
21. Prior to each cleanup, the Group Representative should make sure that the following responsibilities have been assigned to members of the group:
 - a. Safety trainer.
 - b. Pick up and return County equipment.
 - c. Place and move the "Workers Ahead" signs as needed.
 - d. Keep one vehicle at the work site with first-aid supplies, drinking water, and for use in case of an emergency.
22. Request that each volunteer bring the following items that ARE NOT SUPPLIED BY THE COUNTY:
 - a. Container of water.
 - b. Pickup stick (optional).

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PROCEDURES

1. Interested organizations/groups should contact the Pasco County Utilities Solid Waste Department, Recycling and Education Section, 14230 Hays Road, Spring Hill, Florida 34610, (727) 856-4539, to receive an application form. Applicants will be mailed an agreement form to complete and return.
2. The Adopt-A-Road Litter Removal Agreement must be signed by an adult authorized to represent the volunteer group.
3. The Director of Solid Waste will sign the agreement for the County. A copy of the fully executed agreement will be forwarded to the volunteer organization/group and the original will be retained by the Utilities Solid Waste Department, Recycling and Education Section.
4. Upon execution of the agreement by both parties and completion of safety training and first cleanup, the Adopt-a-Road sign will be ordered from the Traffic Operations Division who will place the Adopt-A-Road permanent sign for the group.
5. Safety/training workshops for the group will be arranged by the Recycling and Education Section's Project Coordinator.
6. The Recycling and Education Section's Project Coordinator will schedule litter cleanup efforts with the group and be responsible for providing traffic control signs, safety vests, first aid kit, and large plastic trash and recycling bags. The group will sign for the materials and equipment and will be responsible for their pick up and return to the Recycling and Education Section office. The group will collect the recyclables in clear bags to differentiate between garbage and recyclables. If desirable, the group may redeem the recyclables collected and keep the proceeds for its purposes. The trash bags should be left on the shoulders of the road (right-of-way), next to the Adopt-A-Road sign, for collection by a Road and Bridge Division crew.
7. Litter cleanup report forms will be provided to the group by the Recycling and Education Section's Project Coordinator when cleanup materials are picked up. This form must be completed by the group after each litter cleanup event and returned to the Recycling and Education Section, along with the cleanup materials.
8. The Recycling and Education Section will maintain files on all Adopt-A-Road activities for reporting to the Board of County Commissioners, County Administrator, and the Stormwater Management Division at the end of the year.
9. Please provide at least one week's notice prior to clean up to ensure a sufficient quantity of supplies for all of the Adopt-A-Road groups.
10. Upon receipt of the cleanup report form, the Recycling and Education Section will provide the Road and Bridge Division with a request for pick-up service specifying where cleanup bags are located.
11. The Road and Bridge Division has agreed to pick up the bags within a maximum of three weeks or sooner.