

ADOPT – A – ROAD  
PROGRAM FOR VOLUNTEERS

Town of Camp Verde – Street Department  
Policy and Implementation

Issue Date: \_\_\_\_\_

1. **Policy**

The Town of Camp Verde has a direct interest in reducing litter on the Town of Camp Verde Roadways. This can be accomplished by litter clean up and by encouraging motorists to dispose of litter properly. The Adopt-A-Road Program assists in both ways.

This program encourages organizations to pick up litter along a specific length of roadway. It also allows participants to adopt segments of road as sponsors and have the work performed by others by contract or agreement.

Recognition signs calling motorists' attention to the litter control effort and crediting the volunteer organization for its work are fabricated and installed by the Town to recognize participants in this program. The fee for the sign is \$75.00

2. **Eligibility**

Individuals, families, corporations, businesses and organizations, except for advertisement of political candidates, elected officials, political action committees and political campaigns, may participate in the Adopt-A-Road Program.

3. **Rules and Conditions**

A. The desirable length of roadway section should be approximately one mile. Shorter Lengths may be permitted in heavy litter areas or as determined desirable by the Town for volunteer organizations. Only Road sections that the Town considers suitable shall be designated. The safety of the volunteers is a prime consideration.

B. No permit shall be granted when site conditions are unsuitable.

C. No children younger than 12 years of age may participate or be permitted in the right-of-way for any reason. The group shall provide adequate supervision - at least one adult, 21 years of age or older for every 10 members under the age of 18 years.

D. The recognition sign is the property of the Town of Camp Verde. The Town reserves the right to edit the wording of the sign and has final approval of the sign. The recognition sign is not intended to be an advertising medium. It is to identify and recognize the volunteer organization that is responsible for the maintenance being done. Sign legends will be as shown in Attachment A.

The Town shall install and maintain the sign. The Town will make every effort to install the sign within two months, although safety and certain directional signs have

- a higher priority. If vandalism to the sign occurs, the organization may be required to pay for its replacement.
- E. The Town shall supply litter bags and remove and dispose of filled bags for volunteer organizations only. When practicable, removal of filled litter bags will be on the first Monday after the scheduled litter pick up date.
  - F. The Town shall provide safety vests for volunteer organizations which are to be worn by all workers when in the right-of-way.
  - G. Participating organizations shall appoint an Adopt-A-Road coordinator from its membership to oversee its work in the right-of-way.
  - H. All Adopt-A-Road coordinators shall attend a safety presentation given by Town of Camp Verde personnel before their organizations litter pick up work begins. All participants should be encouraged to attend the safety presentation.
  - I. All participants shall be instructed in safety precautions by their coordinator prior to each litter pick up. All participants shall follow the safety requirements (see Attachment B)
  - J. Participating organizations shall coordinate their pick up schedules with the Town to prevent conflicts over the use of the road right-of-way. Pick ups should be scheduled at least two weeks in advance to allow for timely removal of filled bags. Work shall not be conducted on holiday weekends, or within twenty-four hours preceding a holiday weekend unless specifically authorized as an amendment on the use permit.
  - K. The participating organization commits to pick up roadside litter at least two times a year or in the frequency as stated on the approved permit. If the organization fails to meet its commitment, the permit may be canceled by the Town of Camp Verde by written notification sent to the address of record on the permit.
  - L. A liability insurance certificate is not required when the actual litter removal work is performed by volunteers. If the organization contracts for work to be done by others, insurance shall be required.
  - M. The organization's Adopt-A-Road coordinator shall assure that each participant (or parent or guardian of a minor) sign a waiver before work commences in the right-of-way. The waiver shall be submitted to the Town Street Department by the participating organizations coordinator. The waiver shall remain in effect as long as the organization has an approved permit. (See Attachment C)
  - N. The permit (Attachment E) shall be issued for a period of two years. It may be renewed if the organization has maintained its section, in an acceptable manner as determined by the Town of Camp Verde. The permit may be canceled, if in the opinion of the Town, the area has not been properly maintained.

4. **Procedures**

- A. Interested individuals or organizations should contact the Town of Camp Verde Street Department at 395 S. Main Street, Camp Verde, AZ 86322 or call 928-567-0534.
- B. A Town Representative shall discuss the Program with a responsible representative of the interested organization, emphasizing that the program involves significant physical work, which must be done safely on a reasonable frequency for at least two years.
- C. An Adopt-A-Road permit application shall be completed by the volunteer authorized to commit the organization, for approval by the Town. If the section of roadway requested by the applicant is under permit by another organization, the applicant may request to have their organization put on a waiting list.
- D. The applicant and the organization represented by the applicant, by signature on the application, agree to abide by all the requirements of the program. Applicants schedule safety presentations through the Town of Camp Verde Street Department.
- E. The organizations volunteer coordinator requests issuance of safety vests and litter bags from the Town Street Department at the time they schedule the pick up event.
- F. Volunteer organizations shall fill out and return, to the Street Department, the Adopt-A Road Activity Reporting Cards following the cleanup activity. (See Attachment D)
- G. Although the recognition signs are the property of the Town of Camp Verde, a sign may be awarded to the volunteer organization for Meritorious Service to the Adopt-A-Road Program. Such awards shall be authorized in writing by the Town of Camp Verde.

TOWN OF CAMP VERDE  
STREET DEPARTMENT  
ADOPT-A-ROAD SAFETY REQUIREMENTS

- The following safety guidelines must be followed when participating in litter removal activities along Town roadways. Each volunteer or participant should be provided with a copy of this briefing prior to arrival at the worksite. Our combined efforts to keep Camp Verde beautiful are going a long way towards improving the appearance of our roadways.
- All participants in the litter pick up program must be given a safety presentation prior to reporting to the job site.
- Participants should assemble in an area away from the designated worksite and carpool to reduce the number of cars at the litter pick up site. Vehicles must be parked at least 30 feet away from all roadways.
- Safety vests must be worn by all participants at all times during the litter pick up project.
- Supervisors shall be assigned to both adult and youth groups. Participants below the age of 12 are not permitted at the worksites. Supervisors should be assigned before departing for the worksite.
- Litter pick up can be performed only during daylight hours and during good weather.
- Work as a group facing oncoming traffic at all times.
- Do not cross the road or street unnecessarily; cross only at designated locations. Designated crossing locations should be determined by supervisors prior to starting work.
- Remain with the group to which you are assigned.
- Litter should be picked up only on the right-of-way.
- Do not pick up hazardous materials such as: car batteries, animal carcasses or any other object that appears questionable. Please notify the Town of Camp Verde Street Department.
- Know what you are picking up; discarded chemical containers may sometimes be hazardous. Please notify the Town of Camp Verde Street Department.
- Do not pick up litter during hours other than those agreed upon with the Town.
- Do not distract motorists with horseplay or abrupt erratic movements. Horseplay of any kind is strictly forbidden. The roadways are potentially very dangerous.
- Anyone under the influence of alcohol or narcotics must be asked to leave the worksite.

- Keep away from any road construction or maintenance projects. The Town of Camp Verde will clean in those areas.
- Stay out of utility installations, culverts and drainage structures.
- Do not try to pick up heavy objects. Use correct lifting techniques, keeping your back as straight as possible. Keep the object you are trying to lift close to your body and let your legs and arms do the work.
- Use caution when you encounter the following; cactus, animals, steep slopes, sharp rocks, insects, barbed wire, traffic and other unusual circumstances.
- Be sure at least one person is experienced in first aid, including CPR.
- Assure that first aid kits are available and that transportation is available to the nearest medical facility.
- Assure that appropriate beverages are available and are in sufficient quantity to meet your group's needs. Alcoholic beverages are prohibited.
- Wear appropriate (comfortable) clothes, gloves, hats, boots or hard-soled shoes. Participants should not wear shorts or tank tops.

**NOTE:** It is the responsibility of the organization to see that all participants have signed a waiver form.



**All signs will be in the above standard format**

Colors are:

White: Legend and Border (reflective)

Blue: Background (reflective)

Please indicate the Group Name in the spaces provided below.


**Text will be 3 1/2" high.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

