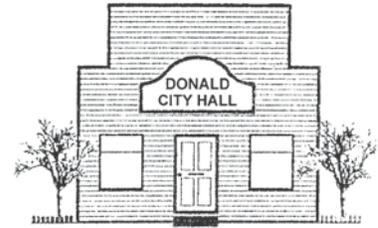


## Welcome to the City of Donald's Adopt a Road Program



Thank you for considering the City of Donald's Adopt a Road Program. This packet is intended to answer questions you might have about participation and how the program works. If you have additional questions feel free to contact Alonso Limones, Public Works Director, at 503-678-1411 or e-mail at: [publicworks@donaldoregon.gov](mailto:publicworks@donaldoregon.gov).

### **What is the purpose of the Adopt a Road Program?**

The City of Donald's Adopt a Road Program focuses on litter control and road clean up of specific streets and parks in Donald. Through the adoption of this formal program, the Donald community is able to help the City directly by keeping it clean. Volunteers are a vital part of this program to help make it a beautiful place to live.

### **Who can volunteer?**

Volunteering is a great way to give to your community. Here is a list of some volunteers who can participate: (If you don't see your group, don't worry! Just ask our Public Works Director if this program is right for you.)

- Business owners
- Business groups (employee run)
- Residents
- Non residents
- Families
- Church groups
- Youth
  - Under 18 supervised by parent or group leader
  - Minor's parent or guardian must sign waiver
- Any kind of community group

### **What items are suggested to wear and bring with me?**

- Light colored clothes
- Long sleeve shirts and pants
- Appropriate shoes comfortable for walking
- Personal things such as water and sunscreen
- Consider snacks for large groups
- The City will provide safety vests which need to be worn at all times.

City of Donald 10710 Main Street NE Donald, OR 97020\* Phone: 503-678-5543

### **What will the group leader be expected to do?**

Group leaders are very important to the success of the Adopt a Road Program. Their leadership provides safety for everyone in their group. Here are some of the things the group leader will be responsible for:

- Work with Public Works to pick an appropriate location for adoption.
- Sign an Adopt a Road agreement with specific details on location and amount of times per calendar year the location needs to be maintained.
- Coordinate with Public Works to arrange for equipment pick up and drop off. It is helpful to give Public Works 3 business days notice that your group would like to do a cleanup. Equipment is checked out one group at a time.
- Schedule cleanups during daylight hours only.
- Review all safety practices with participants prior to the first volunteer session.
- Post “Trash clean up in progress” visibility signs at both ends of the street prior to starting cleanup.
- Obtain a signed release form and liability statement from each volunteer
- Make sure each volunteer reads “Safety Requirements for Participants”
- Ensure that minor participants have permission of their own parent or guardian and that they are adequately supervised.
- Leave trash bags in designated areas
- Complete paperwork: log findings and complete volunteer sign in sheet the day of event
- Return all paperwork and equipment in tote provided by Public works.

### **What will be expected of a participant who signs up with a group leader?**

- Read and exercise the information on the “Safety Requirements for Participants”
- Stay with your group leader and follow instructions
- Stay in your designated Adopt a Road location
- Sign a liability statement for the City prior to starting your first clean u
- Sign in on the sheet the day of the event.

### **What will be expected of the Public Works Department?**

- Assist in locating a suitable area to for adoption.
- Provide safety training to the Group Leader.
- Provide safety equipment for up to 15 volunteers such as vests, litter pickup sticks, and garbage bags.

- Will coordinate with Group Leader in the following areas:
  - Date(s) of clean ups
  - Pick up and drop off of equipment
  - Provide necessary forms for all volunteers to sign
  - Provide necessary forms for group leader to sign
- Remove all hypodermic needles, hazardous materials, large or heavy items, or other unsafe materials that have been reported and marked by the Group Leader

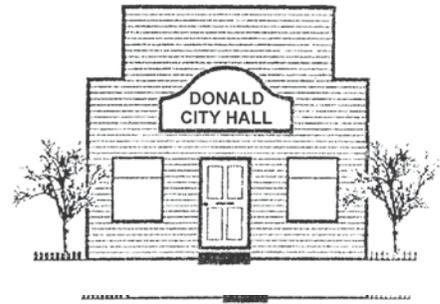
**How do I get my sponsor sign on the road that says my group or company name?**

The City of Donald is greatly appreciative for all volunteers involved in keeping Donald streets clean and safe. The City would like to publicly acknowledge each group or company with a posted sign recognizing that that it has been adopted and cared for by a certain group. The Public Works Department will post these signs once the terms of the Adopt-a-Road agreement have been met.

**What will happen to my sign if I am unable to continue after the terms have been met?**

In the event your group or company is unable to continue with the Adopt-a-Road program, your sign will remain up for 30 days after the completed terms have expired. At that time, the sign will be removed and the street/park will become available for another group to adopt. Signs will remain with Public Works Department in the event you wish to continue at a later time.

City of Donald  
Adopt a Road Agreement  
**Safety Requirements for Participants**



While on the roadside, always remember **SAFETY FIRST!** Use common sense to protect yourself and others.

- Stay off of the roadway. Do not work on bridges, structures or in culverts. Stay off of vehicle travel lane, shoulders and private property
- Use caution when crossing roadways.
- Face oncoming traffic as you work and keep an eye on traffic. Be prepared to move quickly, if necessary.
- Properly open your warning signs before working and close them before leaving. Only work within this safety zone.
- Work in small groups (3 to 5). DO NOT BUNCH UP. Larger groups should be broken up into smaller ones and dropped off at different locations.
- Discontinue work before dusk.
- Do not work when fog or other conditions reduce visibility for drivers.
- Do not work when roadway is wet or icy.
- Do not touch or attempt to remove materials which you suspect may be toxic or hazardous. Items to avoid include powders, chemicals, smelly substances, suspicious packages, chemical drums or containers, weapons, syringes or hypodermic needles, and dead animals. Notify the Public Works Department or the Sheriff's Department of the location of weapons or suspected toxic or hazardous substances immediately by calling 911.
- Notify the Public Works Department of any unusual road conditions
- Do not compact trash bags. Injuries can occur from broken and jagged objects.

City of Donald 10710 Main Street NE Donald, OR 97020\* Phone: 503-678-5543

- Place filled trash bags grouped together away from the pavement, near turnouts this will permit safe retrieval by the road crews.
- Wear orange safety vests and gloves at all times; safety glasses or sunglasses are recommended.
- Wear long pants and substantial leather shoes or boots with ankle support. Watch your footing and stay off steep slopes, drainage facilities, or places from which you might fall. Light colored clothing, long sleeve shirts, and sunscreen lotion are recommended.
- Do not touch, throw objects, engage in horseplay or any other activity which may distract drivers.
- Avoid overexertion. Drink plenty of water, especially on warm, humid days.
- Do not consume alcoholic beverages or drugs before entering, or while on the roadside.
- Be alert for ticks, stinging insects and plants (e.g. nettles).

Please Initial:

\_\_\_\_\_ I acknowledge that I have received a copy of the Safety Requirements for Participants.

\_\_\_\_\_ I acknowledge that I have read and understand the Safety Requirements for Participants form.

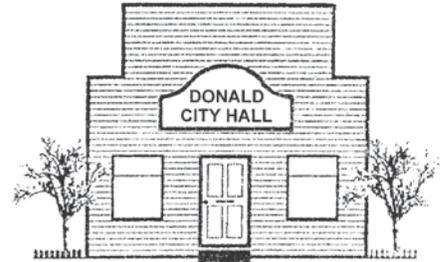
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Volunteer Signature

Date

Suggested Video: ODOT Adopt a Highway: <https://www.youtube.com/watch?v=57-F-dGwouU>

City of Donald  
Adopt a Road Agreement



Location (park or street): \_\_\_\_\_

Starting address: \_\_\_\_\_

Ending address: \_\_\_\_\_

The City of Donald reserves the right to refuse, cancel or revise an Adopt a Road Agreement at the City's sole discretion. The applicant acknowledges the hazardous nature of the work and agrees to comply with the program as outlined in the "Welcome to the City of Donald's Adopt a Road Program" packet. The applicant also agrees to follow all safety rules to the satisfaction of the Public Works Department and as outlined in the training.

Name of Group: \_\_\_\_\_

Name of Group Leader: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone(s) \_\_\_\_\_

Name to appear on sign: \_\_\_\_\_

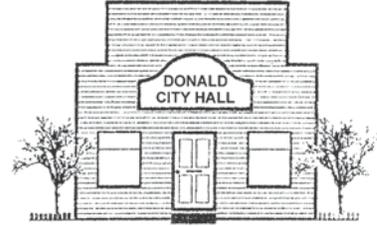
Special terms or conditions of agreement: \_\_\_\_\_

Signature of Group Leader: \_\_\_\_\_

Approved by City of Donald: \_\_\_\_\_

Date approved: \_\_\_\_\_

## Adopt a Road Program Permit Renewal or Cancellation



Thank you for participating in the City of Donald's Adopt a Road Program. The City of Donald is greatly appreciative for all the volunteers involved in keeping Donald streets clean and safe.

Name of Group: \_\_\_\_\_

Name of Group Leader: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

### Option A: Renewal by Participant

The above location for our Adopt a Road program is about to expire. Please let us know if you wish to continue with our program or would like to opt out.

- Yes, our group would like to continue with the Adopt a Road Program  
 No, unfortunately our group will not be able to continue in the Adopt a Road Program

### Option B: Cancellation by the City of Donald

Your Adopt a Road location listed above is being cancelled immediately for failure to comply with following terms of our program as listed:

\_\_\_\_\_  
\_\_\_\_\_

### Option C: Cancellation by Participant

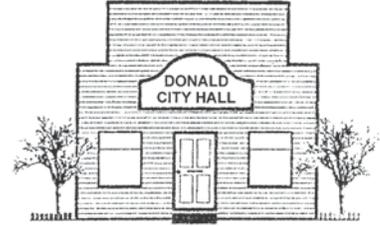
The above group is cancelling the Adopt a Road program as of: \_\_\_\_\_ as requested by \_\_\_\_\_ on \_\_\_\_\_.

Signature of Group Leader: \_\_\_\_\_

Approved by City of Donald: \_\_\_\_\_

Date approved: \_\_\_\_\_

# Adopt a Road Volunteer Sign In Sheet



Group leader, please make sure all participants have a signed waiver on file prior to starting your clean up! Extra waivers will be in with the equipment if necessary.

Name of Group: \_\_\_\_\_

Name of Group Leader: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_ Total volunteer hours: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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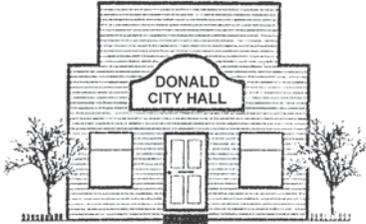
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Adopt a Road  
Check Out List



Name of Group: \_\_\_\_\_

Name of Group Leader: \_\_\_\_\_

Quantity: \_\_\_\_\_ Description: \_\_\_\_\_ Returned: \_\_\_\_\_

Quantity	Description	Returned

Signature of Group Leader: \_\_\_\_\_

Received by City of Donald: \_\_\_\_\_

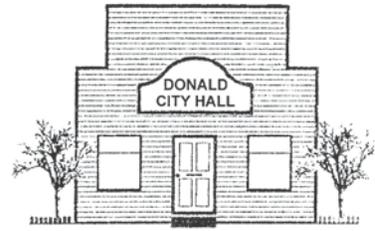
Date approved: \_\_\_\_\_

**Material Return Information**

Date materials will be returned to City?

Where are the items to be returned?

# Agreement Section VOLUNTEER



## WAIVER, RELEASE, & ASSUMPTION OF RISK

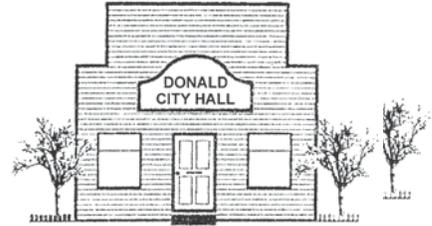
Thank you for your willingness to volunteer for the City of Donald. The City of Donald (the "City") is committed to conducting its programs, services, and activities in a safe manner and hold the safety its volunteers in high regard. However, volunteers and parents/guardians of minor volunteers must recognize that there is an inherent risk of injury when choosing to volunteer. You are solely responsible for determining if you or your minor child/ward are physically fit and/or adequately skilled to perform the volunteer activities.

## READ CAREFULLY BEFORE SIGNING

I recognize and acknowledge that there are certain risks of physical injury to volunteers providing and/or engaging in volunteer activities for the City and I voluntarily agree to assume the full risk of any and all injuries, death, damages, or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said volunteer activities. I further agree to waive and release all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of or related to the volunteer activities, against the City and its officials, officers, employees, agents, and/or other volunteers, collectively or individually.

I further declare that I am aware of the activity contemplated and the hazards connected therewith; understand that I may be a passenger in vehicles operated by City and/or volunteers; and understand that I will be a guest and not a passenger for hire or other consideration. I further authorize the person in charge to secure any necessary emergency medical services in the event that such are necessary and I am unable to make conscious and competent decision as to my need thereof. I further agree to pay for such services and to save the City and its employees harmless therefrom.

# Agreement Section VOLUNTEER



I have read and fully understand the above waiver and release and shall be binding on my heirs, executors, successors and assigns.

Today's Date: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

(Participant must be 18 years or older, OR Parent/Guardian signature is required.)

Participant's address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Cell/Home phone number: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

If the above applicant is a minor (17 YEARS OR YOUNGER), as the parent/guardian, I agree to the above statement in its entirety. I further give my permission for this applicant to be considered as a candidate for a volunteer position with the City of Donald

Parent/Guardian Signature: \_\_\_\_\_

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