

**CITY OF TROTWOOD**

**ADOPT-A-ROADWAY PROGRAM APPLICATION FORM**

The City of Trotwood will work with the adopting group to determine the specific section of roadway to be adopted. Certain roadways will not be considered adoptable due to their hazardous nature or other constraints. Please print all information below.

_____ Name of Organization	_____ Date of Application
_____ Organization Mailing Address	
_____ City & Zip Code	_____ Phone Number Day ( ) Night ( )
_____ President, Chairperson, etc.	
_____ Mailing Address of President, Chairperson, etc.	
_____ City & Zip Code	_____ Phone Number Day ( ) Night ( )
_____ Contact Person	
_____ Mailing Address of Contact Person	
_____ City & Zip Code	_____ Phone Number Day ( ) Night ( )

Approximate number of people that will participate in each clean up: \_\_\_\_\_

Highway section(s) that you are interested in adopting (in order of preference):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Mail or Fax this form to: Terry M. Lodge  
Recreation Program Specialist  
City of Trotwood  
3035 Olive Road  
Trotwood, OH 45426  
FAX: (937) 854-0574

**Although liability insurance is not a requirement of this program, it is suggested that each participating group have insurance protection.**

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**FOR OFFICE USE ONLY**

Recreation Program Specialist: \_\_\_\_\_ Date: \_\_\_\_\_  
Public Works Director: \_\_\_\_\_ Date: \_\_\_\_\_

## **ADOPT-A-ROADWAY PERMIT**

### **ADOPTION TERMS AND CONDITIONS**

The City of Trotwood, hereinafter called the "City", and the volunteer Group named:

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Hereinafter called the "Group", recognized the need and the desirability of litter-free roadways and this permit is being issued to allow the Group to contribute toward the effort of maintaining litter-free highways.

By signature, the Group acknowledges the potentially hazardous nature of the work to be performed and agrees to the following terms and conditions:

- a. Groups may not hire, pay or contract with another group or professional company to perform the work along the designated adopted section.
- b. Groups may partner with another group, but may not pay that group to perform the pick up.
- c. Employees to businesses or commercial establishments may sign up as volunteers but shall not be "paid" to perform the litter pick up.
- d. Handicapped Groups should use extra precautions while working in the right-of-way. The Group will have to determine what type of precaution will be necessary.
- e. All group members shall receive safety training, and sign and initial a release, waiver and indemnification agreement before they are permitted to participate in a litter pick up.
- f. No parking of any vehicle shall be permitted on the roadway portion of state routes, freeways, expressways or throughways. Routes mean, "The portion of roadway improved, designed or ordinarily used for vehicular traffic, except the berm of shoulders." (ORC 4511.01)
- g. All vehicles shall be parked beyond the shoulder. Traffic control devices shall conform to plate C-11 in the Manual for Traffic Control for Construction and Maintenance Operations. All persons involved shall be dressed with a bright green vest or garment that meets or exceeds ODOT standards. Permittee's operations shall in no way restrict or interfere with the safe and convenient use of the roadway by the traveling public. (Signs and vest will be available from the City).
- h. Any Group containing personnel under 18 years of age must have adequate adult supervision. A minimum ratio of one adult for each four persons under 18 years of age is required. Persons under 12 years of age are prohibited. Written parental consent shall be required for each person under 18 and a copy of the consent shall be included with the permit request.
- i. Work shall be restricted from one hour after sunrise to one hour before sunset. No work shall be performed under conditions of restricted visibility (fog, snow, rain, etc.)
- j. Each group shall conduct a tail-gate safety review before beginning each litter pick up.
- k. Groups shall pick up litter on one side of the roadway at a time.
- l. Groups shall pick up litter a minimum of three (3) times a year.
- m. Groups shall be required to pick up litter when the appearance of the adopted section is objectionable.
- n. Groups shall notify the City 48 hours prior to schedule a pick up. Groups shall obtain required supplies and materials from the City during departmental hours.

- o. Traffic control signs supplied by the City will be placed by the Group during trash pick up operations.
- p. The group shall place filled trash bags at the adopted site for pick up and disposal.
- q. Unused materials and supplies furnished by the City shall (1) be returned to the Department within two (2) working days following clean up or (2) with permission, be retained by the Group during the agreement period.

The City agrees to accomplish the following:

- 1. Place permanent signs at each section to identify Group / Program.
- 2. Provide safety vests, trash bags and traffic control signs.
- 3. Conduct a safety school for each group.
- 4. Remove the filled trash bags on a work day as soon as possible after the pick up.
- 5. Remove litter from the adopted section only under unusual circumstances, i.e., to remove large, heavy or hazardous items.

The Permittee shall understand that their application to participate in the Adopt-A-Roadway Program shall be denied if the Group discriminates on the basis of race, sex, age, religion, color, national origin, or disability.

The Permittee(s) shall take full responsibility for instructing all participants as to the provisions of this permit and the necessary safety precautions. This permit shall be in the possession of the Permittee at all times and shall be shown upon request to any employee of the Public Works Department or the Trotwood Police Department.

The City reserves the right to modify these terms and conditions at any time without notice or cancel the program at any time without notice.

The City recognizes the Group as the adopting organization for the section of roadway from

\_\_\_\_\_.

And the Group accepts the responsibility of picking up litter on this section of road and promoting a litter-free environment in the community for a period beginning \_\_\_\_\_, 2010 and ending \_\_\_\_\_, 2012 (minimum of two years).

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

\_\_\_\_\_  
Recreation Program Specialist

\_\_\_\_\_  
Group Adopt-A-Roadway Chairperson

\_\_\_\_\_  
Authorized Signature for the Group

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number (Day)      (Night)