

RE: *Adopt-A-Road* Program

Dear St. Mary's County Resident:

Thank you for showing an interest in St. Mary's County's Adopt-A-Road Program. This program is intended to help civic groups participate in keeping the major streets leading to subdivisions clear of litter. By adopting a County road, your group can help to improve the quality of life of County residents. Your efforts may also assist in maintaining property values in areas affected by litter. When adopting a County road, your group agrees to hold scheduled cleanup events at least four times a year in accordance with prescribed safety guidelines. The County assists by providing Adopt-A-Road signs, and the supplies needed for the cleanup, as well as by removing and disposing of the collected trash after each cleanup event.

If your group is interested in adopting a County road, please have your group leader contact the Department of Public Works at (301) 863-8400.

Very truly yours,

George A. Erichsen, P.E.  
*Director*

GAE:cp

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ST. MARY'S COUNTY GOVERNMENT

**DEPARTMENT OF PUBLIC WORKS**

44825 St. Andrews Church Road  
P. O. Box 508  
California, MD 20619

***Adopt-A-Road Program***  
**Guidelines**

1. No individual and/or community group will be permitted to clean or landscape along County roadways deemed unsafe by the Department of Public Works (DPW).
2. Roadways should be adopted for a minimum of two (2) years. At least four (4) clean-up activities must be performed each year.
3. The citizen group or business organization must sign an agreement with DPW to verify those safety rules are understood and followed.
4. Each adopting group shall coordinate clean-up activities, training, direct any questions and submit all reports to the designed DPW contact person.
5. Group leaders are advised to view the safety video available for loan by DPW. The group leaders shall then train their group members on all safety measures before any work can begin.
6. Groups with members under the age of 16 must have a group leader age 18 or older.
7. There must be one (1) adult for every five (5) to ten (10) participants.
8. All recyclable materials collected by the group may be redeemed and the proceeds may be kept for the group.
9. All clean-up activities must be scheduled at least one (1) week in advance.
10. Group members are not to remove any animal carcasses. Animal carcasses should be reported immediately to DPW, County Highway Maintenance Division.
11. Upon completion of each clean-up activity, group leaders must ensure that all trash is bagged, sealed and placed in an approved location (i.e. at one or both of the "Adopt-A-Road" signs). Unless otherwise arranged, the group leader will coordinate with DPW for the pickup of all trash.
12. Supplies should be returned within one (1) week after the clean-up activity. Extensions may be granted by DPW upon request.

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***Adopt-A-Road Program***

**Safety Procedures**

1. Group leaders must be 18 years or older and review all safety procedures provided by DPW. Group leaders must travel the adopted roadway area to help familiarize themselves with any potential hazards before performing the first clean-up activity.
2. Group leaders are responsible for training their group members on all safety procedures, and should watch the "Adopt-A-Highway Pickup Crew Safely" video produced by the State Highway. This film is available at DPW. Group members should also be informed on possible contact with poisonous plants, snakes, insect nests, etc.
3. When scheduling clean-up activities, members should meet in advance and carpool to the site. Cars must be parked as far off onto the shoulder as possible. Keep the amount of cars to a minimum.
4. All group leaders and group members will be furnished with an orange vest, cap, litter getters and litter bags. **SAFETY VESTS MUST BE WORN AT ALL TIMES!** It is also suggested that light color clothing, long sleeves, gloves and sturdy soled footwear (provided by the participant) be worn.
5. Group leaders are to inform DPW immediately of any hazardous materials that are found during clean-up activities. **GROUP LEADERS ARE NOT TO REMOVE OR TOUCH ANY MAERIALS THAT APPEAR TO BE HAZRDOUS!**
6. All clean-up activities are to be performed during daylight hours and during good weather conditions.
7. Two (2) safety warning signs must be placed (one at the beginning and one at the end of the work site) to caution motorists that clean-up activities are being performed.
8. Clean-up activities are to be performed only off the roadway. No clean-up activities are to be performed in the roadway itself.
9. The responsibility of safe use and maintenance of equipment used by the group is the responsibility of the respective group members.
10. Group members must work facing on-coming traffic at all times and stay away from the actual roadway.
11. Construction sites must be avoided.
12. Upon completion of all clean-up activities, safety warning signs must be removed.
13. Alcoholic beverages are prohibited at all times.

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**Adopt-A-Road Program  
Road Maintenance Agreement**

THIS AGREEMENT by and between \_\_\_\_\_, herein called the "Group" and the Department of Public Works, St. Mary's County, Maryland, herein called the "DPW", WITNESSETH THAT:

WHEREAS, the Group has requested permission to (landscape, clean-up) \_\_\_\_\_ Road between \_\_\_\_\_ and \_\_\_\_\_ for a minimum of two (2) year period.

NOW, THEREFORE, in consideration of the mutual benefits received by DPW and the Group from participation in the **Adopt-A-Road** Program, the parties hereto agree as follows:

1. DPW hereby grants permission to the Group to adopt \_\_\_\_\_ Road between \_\_\_\_\_ and \_\_\_\_\_ for a period beginning \_\_\_\_\_ and \_\_\_\_\_ ending.
2. The Group accepts responsibility for collecting, in bags, all litter on the above-described roadway (or designated portion of roadway) in accordance with the **Adopt-A-Road** Program Guidelines and Safety Requirements.
3. By signature below, the Group acknowledges that each of its members participating in the Program has been advised of the potential hazard associated with the work and each member has read and has agreed to abide by the Guidelines and Safety Requirements.
4. DPW will provide the Group with safety vests, plastic trash bags, litter getters, two (2) safety warning signs; and will upon request, install two (2) **Adopt-A-Road** Program signs, one posted in each direction of the adopted roadway area.
5. All maintenance activities are to be performed during daylight hours and during fair weather conditions.
6. The Group, or Association, shall be responsible for and shall defend, indemnify and hold harmless the Board of County Commissioners for St. Mary's County, Maryland for any or all liability or claim of liability for personal injury, death, or property damage, including reasonable attorney fees arising out of their participation in the **Adopt-A-Road** Program.

IN ACKNOWLEDGEMENT WHEREOF, the parties to this Agreement have herein below affixed the signatures of their duly authorized representatives.

GROUP NAME: \_\_\_\_\_

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Printed Name)

\_\_\_\_\_

(Title)

\_\_\_\_\_

(Mailing Address)

\_\_\_\_\_

(State / Zip Code)

\_\_\_\_\_

(Phone Number)

\_\_\_\_\_

APPROVED BY THE DEPARTMENT OF PUBLIC WORKS:

By: \_\_\_\_\_

George A. Erichsen, P.E.

**Director**

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

**DEPARTMENT OF PUBLIC WORKS**

44825 St. Andrews Church Road

P. O. Box 508

California, MD 20619

***Adopt-A-Road Program  
Application***

Name of Roadway: \_\_\_\_\_

Beginning at: \_\_\_\_\_

Ending at: \_\_\_\_\_

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

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

\_\_\_\_\_

Group Leader: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Number of  
Group Members: \_\_\_\_\_

Age Span  
of Members: \_\_\_\_\_ to \_\_\_\_\_

Group Affiliation: \_\_\_\_\_ Civic      \_\_\_\_\_ Religious      \_\_\_\_\_ Business  
                                 \_\_\_\_\_ Social      \_\_\_\_\_ School      \_\_\_\_\_ Other

Description of  
Activity:  
(check appropriate boxes) \_\_\_\_\_ Litter Pickup      \_\_\_\_\_ Mowing  
                                 \_\_\_\_\_ Landscaping

Name to Appear on  
*Adopt-A-Road* Program \_\_\_\_\_

**NOTE:**      **A Certificate of Insurance must be submitted by each participating Civic Association as part of the Application.**