



GWINNETT

CLEAN & BEAUTIFUL

KEEP AMERICA BEAUTIFUL AFFILIATE

ADOPT-A-ROAD

Annual Program Agreement

Sponsored by:
GWINNETT CLEAN & BEAUTIFUL SERVICES, INC.
AND
GWINNETT COUNTY
DEPARTMENT OF TRANSPORTATION

Contact: Gwinnett Clean & Beautiful Services, Inc.
E-mail: gwinnettcb@gwinnettcb.org
Phone: (770) 822-5187
Fax: (770) 822-5179
www.gwinnettcb.org

The **Adopt-a-Road** litter prevention initiative, sponsored by Gwinnett County Department of Transportation (DOT) and Gwinnett Clean & Beautiful Services (GC&B), enables citizens to actively participate in the removal of trash and illegal signage alongside county right-of-ways.

The **right-of-way** is defined as the space between utility poles and the curb of the road. **Illegal signs** are defined as any sign that is mounted on any utility pole or any temporary sign within 10 feet of the curb or edge of pavement in the right-of-way.

GETTING STARTED

- ✓ Get a group together and plan to complete a minimum of 4 cleanups per year. (Minimum of once a quarter or more if needed)
- ✓ Use the "Send Me More Information Form" to let GC&B know near what area you are interested in adopting a road.
- ✓ Work with GC&B to determine an appropriate road section: at least 1-mile in length and where there is a litter problem that you can help with.
- ✓ Complete and submit the Adopt-a-Road Agreement to GC&B for approval. This will ensure that your desired road is still available.
- ✓ Contact GC&B to request supplies for loan at least 5 business days before your first cleanup. *(include about how many people you will need supplies for)* Supplies picked up at 446 West Crogan Street, Suite 225, Lawrenceville, GA 30044
- ✓ Have each member of your group sign a copy of the attached Volunteer Gwinnett Waiver.
- ✓ Supplies provided by GC&B and DOT include safety vests, trash bags, gloves and "Volunteers/Men at Work" sign/s.
- ✓ Return checked-out supplies within two business days after your cleanup. Supplies not returned will be sent an invoiced for the cost. This includes any items that are lost.
- ✓ Submit your Post-Cleanup Report within 14 days to GC&B!
- ✓ Two Road Signs with your name will be installed after GC&B receives your second Post-Cleanup Report.

VOLUNTEER RESPONSIBILITIES

1. Select an Authorized Representative to officiate as the group's spokesperson.
2. Receive approval from GC&B for the road section you want to adopt. **Road section must be at least 1 mile in length.** State Routes are not eligible under this program. Use cross-streets or intersections to describe the "To" and "From" lengths rather than landmarks or exact addresses.
3. Sign and return the "**Adopt-a-Road Agreement**" form to Gwinnett Clean & Beautiful. This agreement shall remain in effect until terminated by either party. GC&B or the Group may terminate this agreement for any reason up 30 days written notice to the other party.
4. You must complete and report a minimum of 4 cleanups per year (minimum of once per quarter). If you are a new group, this will be determined based on your start date. **After the first year, this will be determined by the annual year.**
5. Submit the "**Schedule of Cleanups**" form to GC&B. This is for your planning purposes, and you can change the dates as needed.
6. Have all program participants sign a Volunteer Gwinnett Waiver and return to GC&B.

7. **Notify** GC&B at least **5 business days before your cleanup event** and request supplies (if needed) by the group (vests, bags, gloves and/or signs).
8. Remove litter, debris, or trash within the right-of-way of the adopted road section.
9. Remove signs, posters or other display material within the adopted road section that could distract motorists.
10. If you have too much trash or there are materials too large for you to remove, you can request a "DOT Pickup" on the Post-Cleanup Report. To request a pick-up, you must gather all materials at one pick-up location that is:
 - In a clearly visible location within the right-of-way.
 - Near an intersection that you can provide for direction in the Post-Cleanup Report.
11. File a **Post Cleanup Report after each cleanup within 14 days** to GC&B.
 - This can be done via fax and e-mail, or conveniently on the website at: <http://www.gwinnettcba.org/adopt-a-road-post-cleanup/>
 - You must submit the Post-Cleanup Report within 30 days of your cleanup event to receive credit.
 - If you conduct more than 2 cleanups per month, you can submit a summary of your cleanups each month. If you choose this method, please note the number of cleanup events in the "Comments" section of the Report.
 - If you need a DOT pickup, be sure to include an intersection near where you have gathered the supplies. GC&B will schedule the pickup for you.
12. Update Volunteer Waivers as participants change and submit forms to GC&B.
13. If a group loses or damages any supplies that were loaned out through GC&B, the group must reimburse GC&B for the materials according to the market price for those supplies.

SAFETY GUIDELINES

1. Watch out for traffic.
2. All program participants are required to **wear safety vests** during pickup. Those individuals that do not wear safety vests must not be allowed to participate in the work group.
3. Clothing worn should not impair either vision or movement during cleanup, nor should it distract motorists that may be driving past the work group.
4. Adequate supervision must be provided by one or more adults 21 years of age or older for groups which have participants 12 to 17 years of age (**IMPORTANT:** No one under the age of twelve (12) is allowed to participate in these groups).
5. Participants shall not possess or consume alcoholic beverages or other drugs during cleanup activities.
6. Work groups should be kept to a manageable size.
7. Participants should alert their co-workers and Authorized Representative of any known allergies they have before they are allowed to work. Contact with poisonous plants, venomous snakes, and stinging insects is possible.
8. Hazardous material or debris should not be removed but should be reported to GC&B.
9. Construction areas should be avoided.
10. Dead animals should not be handled. Report these to non-emergency police for removal by calling 770-513-5100.
11. Debris and litter on bridges, overpasses, or in tunnels should not be picked up.
12. The group should not remove litter during inclement weather, hours of minimal light or in darkness,

- and times of day in which peak traffic occurs.
13. Personal vehicles should be parked clear of the roadway.
 14. To keep vehicles to a minimum, carpooling to the cleanup area is recommended.
 15. Water and First-Aid items should be readily available for participants.

SERVICES PROVIDED BY PROGRAM SPONSORS

GWINNETT CLEAN & BEAUTIFUL

1. Work with the group to determine the specific section of road to be adopted.
2. Furnish safety vests, latex gloves, safety signs (if desired), trash bags, and litter pickers (first come, first serve) for the cleanup day. Groups must return the signs and safety vests within 3 days after the cleanup.
3. Coordinate removal of trash bags.
4. Monitor work progress to verify that objectives of program are being met regarding litter abatement.
5. Evaluate county-wide operation of the program to gauge its effectiveness.
6. Terminate affiliation with those groups that fail to perform in a congruous manner with program rules and regulations.

GWINNETT COUNTY DEPARTMENT OF TRANSPORTATION

1. Erect two signs, one at each end of the adopted road, with the group's name or acronym displayed after completion of the **second post clean-up report**.
2. Remove litter, debris, or trash from the adopted section of roadway that is too large, heavy, or hazardous for the group to remove.
3. Take down signs of groups who have terminated their involvement in the program.

PROGRAM LIMITATIONS

1. Administrative, legislative, financial, and/or legal constraints may subject the Adopt-A-Road Program to certain limitations.
2. The sponsoring organizations shall determine which county roads are appropriate for adoption. State highways are not eligible for the Adopt-a-Road Program.
3. No interstate highway pickups will be allowed and no holiday pickups will be scheduled without prior approval.
4. The program will not permit any political activity that may arise from participating groups during activities related to cleanup. This policy is consistent with laws prohibiting expenditure of public funds, either directly or indirectly, for the purpose of influencing elections for the outcome of any legislation. The sponsors will have the right to take any, and all measures necessary including, but not limited to, the removal of erected signs displaying participants' names determined to conflict with statutory restrictions or any restrictions on the use of public funds for political activity.
5. Commercial organizations cannot display any product, service, person's name, product I.D., address, phone numbers, logos, or web address on erected signs with the organization's name.

ACCEPTANCE INTO THE ADOPT-A-ROAD PROGRAM

1. The adoption of a section of roadway is franchised by the sponsors to qualified groups who agree to assist the Adopt-A-Road Program in achieving its purpose and goals. Only those individuals and/or groups that are deemed responsible will be qualified to adopt a road. Individuals and/or groups that have demonstrated violent and/or criminal behavior shall be prohibited from adopting a section of roadway.
2. The sponsors may refuse to grant a request to adopt a section of roadway if, in its judgment, granting said request would jeopardize the program, be detrimental to its purpose, or create a safety hazard to the traveling public. Safety is a principal concern in all decisions related to the program.
3. Program participants must agree to not hold the sponsors responsible for injuries that they may suffer or damages that they may cause or incur as a result of participation in the program.

STATUS AND RECOGNITION

As participating groups continue to be involved, the group earns one of four statuses in the program, depending on the level of involvement:

- **Excellent:** for participating groups that have reported 5 or more cleanups for the last annual year. These groups will receive an annual Certificate of Excellence with their group name listed on the Gwinnett Clean & Beautiful website to recognize their efforts.
- **Good:** for participating groups that have reported the required 4 cleanups for the last annual year. These groups will receive an annual Certificate of Recognition with their group name listed on the Gwinnett Clean & Beautiful website to recognize their efforts.
- **Probation:** for participating groups that have failed to report less than 3 of the required cleanups annually. These groups will be notified of their probationary status and be given one year upon the renewal of their Agreement to complete the required 4 cleanups. Should the group fail to complete the minimum requirements for the program during the probationary year, at the end of this time period the group will be required to relinquish the adopted road and their signs will be removed. Relinquished roads cannot be re-adopted for a period of one year. If another group adopts the road during this time, the group will have to adopt a different road upon re-entering the program.
- **Disengaged:** for participating groups that have reported zero cleanups over the span of one year. These groups will be notified that their adopted road is relinquished for at least one full year and their signs will be removed. They will be allowed to re-enter the program, should they desire once a full year has passed from the time of termination. If another group adopts the road during this time, the group will have to adopt a different road upon re-entering the program. Groups who were disengaged previously will not be permitted to re-enter the program a second time.

MODIFICATION/ RENEWAL/ TERMINATION AGREEMENT

1. The Adopt-A-Road agreement may be modified in scope or altered in any manner at the discretion of the sponsors.
2. The participating group will have the option of renewing the agreement, subject to review and approval by the sponsors. At the time of renewal, the informational database concerning the group will be updated.

3. The sponsors may terminate the agreement and/or remove Adopt-A-Road signs bearing the program participant's name or acronym if, in their judgment, it is determined that the group is not meeting the terms and conditions of the agreement, acting contrary to the guidelines of the program, engaging in irresponsible conduct at adopted work sites, proving to be counterproductive to the program's purpose, or increasing litter, vandalism, or sign theft have occurred since adoption. The group's Authorized Representative may appeal termination of the agreement with the sponsors.
4. The program may be modified to comply with new legislation regarding recycling and solid waste management.
5. The Adopt-A-Road Program may at any time and for any reason be terminated at the discretion of the sponsors.

FORMS TO RETURN

- ADOPT A ROAD PROGRAM AGREEMENT
- SCHEDULE OF CLEANUPS
- VOLUNTEER GWINNETT WAIVERS (can be after first cleanup)
- POST-CLEANUP FORM (after your cleanup)

Please note dates and instructions regarding returning the following pages in order to participate in the Adopt-a-Road Program. These pages are provided for your convenience and ease of record-keeping.

E-mail:

gwinnettcb@gwinnettcb.org

Mail:

Gwinnett Clean & Beautiful Services, Inc.
446 West Crogan Street, Suite 430
Lawrenceville, GA 30046

Fax:

770-822-5179



ADOPT-A-ROAD PROGRAM AGREEMENT

Please e-mail, mail, or fax completed form to Gwinnett Clean & Beautiful
446 W. Crogan Street, Suite 430 Lawrenceville, GA 30046 Fax: (770) 822-5179

On this date of _____, 20____, The Gwinnett County Department of Transportation and Gwinnett Clean & Beautiful Services (herein after referred to as the “Sponsors”) and _____ (enter your group name, herein after referred to as the “Group”) recognize the need and the desirability of litter-free and visually-improved roadways.

The Adopt-A-Road Program has been established for Gwinnett County community and civic organizations, citizens and private businesses to contribute toward the effort of maintaining cleaner and more beautiful roads.

An Individual Registration Form must be completed prior to a cleanup. As indicated by their signatures on the Individual Registration Form, the individual participants of the Group are aware of the hazardous nature of the work which is to be performed and have agreed to follow the Sponsors’ safety guidelines and instructions. All participants have agreed to not hold the Sponsors responsible for any injuries they may suffer or damages that they may cause or suffer as a result of participation in the program.

The Sponsors recognize the Group as the adopting organization for _____ **(the road your group is adopting), from** _____ **(crossroad that begins your chosen road section) to** _____ **(crossroad road that ends your chosen road section).**

The Group commits to pick up litter and remove illegal signs once per quarter (4 times a year or more if necessary) along its section of roadway, and promote a better environment in the community. This agreement shall remain in effect until terminated by either party. GC&B or Group may terminate this agreement for any reason upon 30 days written notice to the other party.

Authorized Group Representative Name **Authorized Group Representative Signature**

() _____
Primary Phone # **E-mail Address**

Street Address

City **Zip Code**

***FOR NEW GROUPS: Road sign nameplates only have room for three lines of approximately 8-10 characters (including spaces). Please write how you would like your sign name to read, using abbreviations if need be.

Group Name on Sign: _____
Line 1 Line 2 Line 3



Schedule of Cleanups

**Please e-mail, mail, or fax completed form to Gwinnett Clean & Beautiful
446 W. Crogan Street, Suite 430 Lawrenceville, GA 30046 Fax: (770) 822-5179**

Please submit dates for your cleanups. These dates are used for planning purposes. By submitting these dates to us, you are not committing your group to definitely cleaning up on that date; however, if you choose to change a date due to weather or unforeseen circumstances, you must still complete a minimum of 4 cleanups per year.

Please note, if you would like to receive recognition for a status of Excellence, you must complete MORE than 4 cleanups each annual year.

Group: _____

Contact: _____

Phone: _____

First cleanup date: _____

Second cleanup date: _____

Third cleanup date: _____

Fourth cleanup date: _____

Optional cleanup date: _____

Optional cleanup date: _____

Volunteer Waiver of Liability and Release

Please print clearly

Volunteer Name _____

Date of Birth _____ Gender _____ Cell Number _____

Mailing address _____ City _____ Zip _____

Email address _____ Event Adopt-A-Road

County Department Gwinnett Clean & Beautiful # of Volunteer hours *(if applicable)* _____

Company or Organization you represent _____

In consideration of having been accepted as a volunteer for the above-referenced Department of Gwinnett County, and with the knowledge that I will be working, directly or indirectly, in a volunteer capacity for Gwinnett County involving various duties, I recognize fully that my presence and activity as a volunteer may involve some element of risk which I am willing to assume. As a Gwinnett County volunteer, I hereby agree to comply with Gwinnett County Government's policy prohibiting the possession of weapons while on duty for the County.

I, the undersigned, do hereby waive and release any and all rights, claims, injuries, liabilities, damages, or lawsuits of any kind or nature of myself, and those of my heirs or assigns, which may exist or accrue in the future against Gwinnett County, its various departments, personnel, employees, elected officials, staff, or agents arising out of, as a result of, or in connection with the duties, responsibilities, and work which I will undertake as a volunteer for Gwinnett County.

I, the undersigned, do hereby agree to indemnify, defend, and hold harmless Gwinnett County, its various departments, personnel, employees, elected officials, staff, or agents, from and against any and all rights, claims, injuries, liabilities, damages, or lawsuits of any kind or nature of myself, those of my heirs or assigns, or of third parties, which may exist or accrue in the future, arising out of, as a result of, or in connection with the duties, responsibilities, and work which I will undertake as a volunteer for Gwinnett County.

By signing, I acknowledge that I am not employed by any branch of Gwinnett County Government, and do hereby request permission to accompany a Gwinnett County employee in a Gwinnett County vehicle. I understand that, as a condition of accompanying an employee of the Gwinnett County Board of Commissioners, I relieve and absolve the Gwinnett County Board of Commissioners and its employees of any and all claims, lawsuits, or any causes of action that may arise from accompanying said employee. I further release, renounce and waive all claims, lawsuits or any causes of action against any insurance company which insures the Gwinnett County Board of Commissioners and its vehicles.

I understand that as a volunteer I am in no sense an employee of Gwinnett County and that I possess no rights under the Gwinnett County Merit System. Further, I understand that I am not entitled to benefits or workers' compensation benefits from Gwinnett County which may accrue to its employees. I further understand that I am not entitled to any vested rights to which an employee of Gwinnett County may be entitled.

I acknowledge and understand that I am only to perform such functions as specifically directed by the departmental representative to whom I am assigned.

 Volunteer Signature or Parent/Guardian Signature Date



Post Cleanup Form

Please submit within 14 days after each cleanup to:

Fax: 770.822.5179 • Email: gwinnettcb@gwinnettcb.org
Mail: 446 W. Crogan Street, Suite 430, Lawrenceville, GA 30046

OR

Submit online via our website at

www.gwinnettcb.org/volunteer/adopt-a-road-post-cleanup/

CONTACT INFORMATION

Group Name: _____

Contact name: _____ Phone: (____) _____

Email address: _____

Mailing address: _____

City _____ Zip _____

CLEANUP DETAILS

Date of Cleanup: _____ Location of Cleanup: _____

of bags of garbage you collected: _____ # of illegal signs you collected: _____

Approximate weight of total litter and garbage collected (25 lbs/per bag plus approximate weight of other large items): _____

of volunteers: _____ # of hours worked: _____

Do you need the Department of Transportation to pick up the bags? Yes No
If yes, you must also be able to answer yes to the following questions:

- Are the bags within the right-of-way (area between the utility pole and curb)?
- Is the trash located next to an intersection and clearly visible?

Are there any other items other than bags that need to be removed? If yes, please describe the type and amount:

Intersection where the trash is located for pick-up:

Comments or suggestions: _____
