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**PUBLIC WORKS DEPARTMENT**  
503 Marolf Loop, Tillamook OR 97141

POLICY #S-13      7 August 1996

POLICY, PROCEDURES, AND REGULATIONS  
FOR  
TILLAMOOK COUNTY PUBLIC WORKS  
ADOPT-A-ROAD PROGRAM

Tillamook County recognizes that numerous individuals and organizations in the County would like to adopt-a-highway and maintain the appearance of a particular road. It is the desire of the County to accommodate and cooperate with these individuals and organizations, and to recognize the groups for their efforts by erecting a sign at each end of the work area.

Application for a permit should be obtained and returned to Tillamook County Public Works Department. No work should be started until after a copy of the signed application has been given to the permittee.

No fees are required for processing the application or issuing the permit.

A Liability Release must be signed by a representative of organization. If the applicant refuses to sign, the permit will be denied without further consideration, and the applicant will be informed of the denial by the Tillamook County Public Works Department representative.

**POLICY, PROCEDURES, AND REGULATIONS FOR  
TILLAMOOK COUNTY PUBLIC WORKS  
ADOPT-A-ROAD PROGRAM**

1. PURPOSE

- a. To provide citizens and organizations of Tillamook County an opportunity to improve and maintain the appearance of their county through a litter patrol program.
- b. To promote a sense of community involvement between the public and Tillamook County Public Works Department.
- c. To promote the safety of volunteers and the travelling public during litter cleanup activities.

2. SCOPE

- a. Available to individuals and groups within Tillamook County upon application to and approval by the Director of Public Works ("Director").
- b. Work activities involve litter patrol and/or other activities as described in the permit/application.

3. PROGRAM REQUIREMENTS

a. General

- (1) Individuals or organizations shall apply in writing using the Public Works application to the Director.
- (2) Procedure:
  - (a) Blank permit application obtained from Tillamook County Public Works Department.
  - (b) Applicant discusses location, details, etc. with the Director or his designee. Details include name of road, particular section, and any special conditions.
  - (c) Applicant returns completed permit to Tillamook County Public Works Department for final review.
  - (d) Applicant is contacted. Any changes are reviewed with the applicant and a copy of approved permit is given to applicant.
- (3) Application consists of:
  - \* "Application for Adopt-A-Road Program"
  - \* "Liability Release"
- (4) Application details:
  - (a) An approved permit incorporated by reference all of the requirements in this Adopt-A-Road Policy.
  - (b) Term of permit (one to three years).
  - (c) Location and length of highway adopted.

- 1) Minimum two mile segment.
  - 2) An approved permit may include Special Requirements or exceptions as approved by the Director.
  - 3) If more than one applicant requests the same section of highway, the Director may make the selection based on earliest application date, or by drawing.
  - 4) Assignment of, or the decision to not assign, a special section of highway shall be at the discretion of the Director.
- (d) Subcontracting or assigning adopted highway by individual or organization is prohibited.
- (5) Permit cancellation:
- (a) By the applicant or organization with 30 days written notice to Director.
  - (b) By the Director through written notice to individual or organization for, but not limited to:
    - 1) Lack of safety considerations.
    - 2) Nonperformance of permittee.
    - 3) Failure to comply with permit.
- (6) Applicant may renew permit subject to approval by Director.
- (7) Program may be cancelled, modified, or altered any time at the sole discretion of the Director.
- (8) The Department shall not issue a permit under this program to any applicant whose objectives and values are determined to be inconsistent with the public interest and the Department's charge and responsibilities under Oregon law. To make this determination the Director will rely on:
- (a) Tillamook County's objectives and goals.
  - (b) All of the information provided in the application and any other information considered to be common knowledge of the general public in the County or geographic area of the highway section to be adopted.
  - (c) Additional information which may be requested of the applicant by the Director. This information may include bylaws, articles of incorporation, or literature of the applicant. Failure to provide such information upon request may be grounds for denial of a permit.

b. Specific Requirements:

- (1) Individual/Organization Responsibilities:
  - (a) The representative from the organization must submit a signed liability release form when submitting an application.

- (b) Each participant will be required to comply with all laws, rules, and regulations relating to safety and use of highway and any other terms and conditions deemed appropriate by the Director for special conditions on a particular adopted highway section. Individual participants may be excluded from participation or the permit cancelled at the discretion of the Director for violation of this section.
- (c) Adult supervision is required where minors are involved. Ratio of adults to minors:
  - a) 1:6 for minors 14+ years.
  - b) Under 14 years not permitted.
- (d) Each permittee is required to conduct a safety meeting immediately preceding the start of the work day to inform each participant of personal, group and motorist safety. If a participant does not attend this meeting he/she will not be permitted to participate in the activity that day.
- (e) Each permittee is required to pick up litter a minimum of four times a year.
- (f) Litter pick up will be allowed only during daylight hours.
- (g) Work signs, litter bags, safety vests and safety information for applicant safety meetings provided by the Tillamook County Public Works Department will be obtained from and returned to the Department during regular business hours. Public Works needs to be contacted at least 1 week in advance to coordinate sign out.
- (h) Parties completing an application are responsible for designation of a spokesperson.  
Spokesperson's responsibilities:
  - 1) Assures compliance by all participants of all program requirements.
  - 2) Conducts a safety briefing to litter patrol participants prior to the start of the work day using the attached Safety Rules list.
  - 3) Assures proper parking of vehicle(s) along the highway.
  - 4) Provides first aid kit.
  - 5) Provides adequate drinking water.
  - 6) Arranges transportation to and from the work site.
  - 7) Places the temporary litter patrol signs as directed in the attached Safety Rules.
  - 8) Returns or arranges to return all borrowed safety vests, supplies, orange marker flags, materials, and signs to the Department.
- (i) Required clothing:
  - 1) Safety vests shall be worn at all times.
  - 2) Leather or rubber gloves shall be worn when picking up litter or carrying litter-filled bags.

- (j) Work only one side of the highway at a time, always facing oncoming traffic.
  - (k) Full litter bags to be placed along side of highway, off the shoulder, not on bike path if present.
  - (l) Transportation vehicles to be parked off roadway at all times.
  - (m) Any device which restricts a participants ability to hear traffic noises or diverts their attention from traffic is not permitted in work area.
- (2) Tillamook County Public Works Responsibilities:
- (a) Coordinate with applicant to determine specific section of highway to be adopted.
  - (b) Department will furnish work signs, litter bags (with ties), orange marker flags, safety vests, and safety awareness information for applicant safety meetings.
  - (c) Department will furnish two Adopt-A-Road signs with the individual's or group's name or acronym displayed and erect one at each end of the work area.
  - (d) The signs will be removed if the permit is cancelled or terminated.
  - (e) Department will remove filled litter bags.

**\* \* \* P E R M I T \* \* \***

**ADOPT-A-ROAD PROGRAM**

NAME OF ROAD: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME OF INDIVIDUAL/ORGANIZATION: \_\_\_\_\_

PERSON RESPONSIBLE: \_\_\_\_\_

The undersigned authorized representative of the Tillamook County Public Works Department does hereby grant a permit as provided for in the regulation of the Tillamook County Adopt-A-Road Program and in accordance with the information and conditions described within the permit. Said regulations and permit application are by reference herein made a part of the Adopt-A-Road Permit.

\_\_\_\_\_  
Tillamook County Public Works Director

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

This permit and applicable attachments (approved application, a copy of the current Adopt-A-Road Policy and liability release forms for the organization and each participant) must be in possession of the Permittee's Spokesperson and available for inspection at any time during the term of this permit. Permit (including application and liability releases) must be present on site while permittee is performing the authorized operations.

THIS PERMIT DOES NOT GRANT ANY AUTHORITY TO CLOSE THE ROAD OR TO IGNORE THE RULES OF THE ROAD OR TO DISOBEY TRAFFIC OR OTHER LAWS.

This permit covers only the authorized activity on the County road listed on the permittee's application. The most current version of "Policy, Procedures and Regulations" for the County Adopt-A-Road Program is incorporated by reference into this approved permit.

The organization spokesperson will report dates of cleanup to Public Works.

**APPLICATION  
FOR  
ADOPT-A-ROAD PROGRAM**

1. NAME OF ROAD: \_\_\_\_\_

2. LOCATION AND LENGTH OF ROAD SEGMENT (minimum two mile segment):

FROM MILEPOST \_\_\_\_\_ TO MILEPOST \_\_\_\_\_

FROM SITE \_\_\_\_\_ TO SITE \_\_\_\_\_

3. WORK ACTIVITIES: \_\_\_\_\_

4. TERM OF PERMIT: \_\_\_\_\_

5. ( ) INDIVIDUAL OR ( ) ORGANIZATION

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

6. SPOKESPERSON

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

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Special Requirements: \_\_\_\_\_

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

**LIABILITY RELEASE FOR COMMUNITY SERVICE ACTIVITIES:**

**INDIVIDUAL**

I, \_\_\_\_\_ hereby release Tillamook County, its employees, agents, and representatives, from any claim for damages or personal injury to myself or damage to any property owned by me as a result of my performing community services activities on projects owned or controlled by Tillamook County.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address, Street, City, State, Zip

\_\_\_\_\_

If a minor, signature of parent or guardian is required:

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Address, Street, City, State, Zip

\_\_\_\_\_

Release witnessed by Tillamook County Public Works Representative:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**LIABILITY RELEASE FOR COMMUNITY SERVICE ACTIVITIES:**

**PRIVATE ORGANIZATION**

Between (Name and Address of Organization):

and Tillamook County.

The \_\_\_\_\_ shall be responsible and liable for all damage or injury to any persons or property resulting from performing community services activities on projects owned or controlled by Tillamook County.

The \_\_\_\_\_ shall indemnify, hold harmless and release Tillamook County, its employees, agents, and representatives, against any and all damages, claims, demands, actions, causes of action, costs and expenses of whatsoever nature for or because of any matter or thing done, omitted or suffered to be done by the organizations members and/or volunteers performing community services activities on projects owned or controlled by Tillamook County.

ORGANIZATION REPRESENTATIVE

TILLAMOOK COUNTY PUBLIC WORKS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### SAFETY RULES IN THE FIELD

This list is meant to augment the requirements stated in the Adopt-A-Road Policy. Omission of any portion of the policy from this list does not delete that requirement.

1. Each participant will be required to comply with all laws, rules, and regulations relating to safety and use of highway and any other terms and conditions deemed appropriate by the Director for special conditions on a particular adopted highway section.
2. Adult supervision is required where minors are involved. Ratio of adults to minors:
  - a. 1:6 for minors 14+ years.
  - b. Under 14 years not permitted.
3. Each permittee is required to conduct a safety meeting immediately preceding the start of the work day to inform each participant of personal, group and motorist safety. If a participant does not attend this meeting he/she will not be permitted to participate in the activity that day.
4. If participants need transportation to the pick-up site, participants will car pool to minimize number of vehicles parked along the road in the area of the pick-up site.
5. Required clothing:
  - a. Safety vests shall be worn at all times.
  - b. Leather or rubber gloves shall be worn when picking up litter or carrying litter-filled bags.
  - c. Pants and long sleeve shirt highly recommended.
6. Be aware of your surroundings. Watch for vehicles, animals, bee hives, etc...
7. Litter pick up will be allowed only during daylight hours.
8. Work/walk on only one side of the highway at a time, always facing oncoming traffic.
9. Full litter bags to be placed along side of highway, off the shoulder, not on bike path if present. Only 15-25 pounds max in each bag.
10. Litter bags shall be carried in front of or at a person's side. Never over the shoulder.
11. Transportation vehicles to be parked off roadway at all times.

12. Any device which restricts a participants ability to hear traffic noises or diverts their attention from traffic is not permitted in work area.
13. Do Not Pick Up: diapers, condoms, broken glass, dead animals, solvents, fertilizers containers, herbicides, drug lab waste or any other hazardous waste.

For hazardous waste identified (and NOT picked up in litter bags) an orange biohazard marker flag shall be placed upright in the ground at the edge of the road shoulder. The flag should be readily visible from the traveled road. Notify the road department with approximate locations for pick-up by County designated personnel.

14. For the above items or bulky, large or heavy items, place them on side of the road outside of emergency parking strip and visible to the county bag pick-up crew.

Spokesperson's Field Responsibilities:

1. Assures compliance by all participants of all program requirements.
2. Assures proper parking of vehicle(s) along the highway (off the emergency parking strip of the road).
3. Provides first aid kit, adequate drinking water and cups.
4. Arranges transportation to and from the work site.
5. Returns or arranges to return all borrowed safety vests, supplies, flags, materials, and signs to the Road Department.
6. Assures that the portable signs are set-up at or before the Adopt-A-Road sign at each end of the road segment prior to start of litter patrol activities. The signs shall be placed out of the traveled way of the road on the road shoulder.