

**Town of South Windsor
Department of Public Works
Street Services Division**

ADOPT-A-ROAD PROGRAM

**TOWN OF SOUTH WINDSOR
DEPARTMENT OF PUBLIC WORKS
GUIDELINES FOR ADOPT-A-ROAD PROGRAM**

Purpose of the Program

The purpose of the Adopt-A-Road Program is to allow civic and private organizations the opportunity to maintain Town-owned land along public roadways in a more intensive manner than provided by the department's regular maintenance program.

Town Requirements

A completed permit application must be filed with and approved by the Town of South Windsor Department of Public Works.

Maintenance Policy

The Department of Public Works expects that adopters will maintain the adopted road areas in the manner described in the permit. If an adopter is unable or unwilling to maintain the adopted area in the permitted manner, maintenance of the area will revert to the department. The sign, if present, will be removed and the area may be turned over to another adopter.

Maintenance of an adopted road includes the entire designated buffer area and is not limited to the portion occupied by the adopter's sign. Maintenance activities include litter pickup in the spring and fall, preferably prior to Earth Day (May), and Columbus Day (October) or as needed on a year-round basis.

Vandalism and damage caused by errant vehicles in adopted areas are the responsibility of the Town. The department will also maintain highway fixtures; i.e., signs, guide rails, and existing major trees, etc.

Any permit issued by the Director of Public Works is revocable immediately upon written notification to the permittee by the Superintendent of Street Services.

Warning Signs

A sign of the following design will be allowed if the adopter so desires. The only main message allowed shall be "Adopt-A-Road" with a secondary message of "This Roadway is Adopted by – Name of Adopter." (Design on attached sheet).

Safety During Work in Adopted Area

Proper traffic signing patterns and safety precautions will be outlined in the permit and shall be adhered to whenever work is being performed in an adopted area.

**TOWN OF SOUTH WINDSOR
DEPARTMENT OF PUBLIC WORKS
STREET SERVICES DIVISION**

ADOPT-A-ROAD PERMIT

The _____, or Adopting Group, recognizes the need and the desirability of litter-free and visually improved roadways. Accordingly, the Department of Public Works Adopt-A-Road Program has been established for community and civic organizations as well as private businesses to contribute toward the effort of maintaining cleaner and aesthetically pleasing roadways.

RESPONSIBILITIES OF TOWN AND/OR ADOPTING GROUP

The Adopting Group will:

1. Limit the activity to litter removal only. Hazardous materials, junk vehicles, brush, etc. should not be handled and should be brought to the attention of the Street Services Division.
2. Limit the duration of the activity between the hours of 9:00 a.m. and 3:00 p.m. No activity will take place during inclement weather or poor visibility. No workers will be allowed in areas that are within the limits of a construction or maintenance project.
3. Appoint a Group Leader to supervise the volunteer workers and submit a detailed report (on the next working day) of any injury incurred, or unusual occurrence to the Street Services Division of the Town of South Windsor. Any injury requiring hospitalization shall be reported to the Director of Public Works at 644-2511, extension 249, on the next scheduled work day.
4. Provide orange safety vests to every member of the volunteer group. Safety vests will be worn by every participating member for the duration of each activity. Safety vests will be available to borrow through the Town. Vests shall be made of orange vinyl or mesh with reflective striping.
5. Limit work activities to the right side and non-travel portion of the road. Vehicles shall be parked away from the travel portion of the road in the area designated by the Town of South Windsor's Department of Public Works, for each permitted area.
6. Adhere to the South Windsor Department of Public Works Traffic Control Plan (attached).
7. Place all litter collected in the bags provided by the Town, tie and leave three to five feet off roadway, well clear of the actual pavement surface.
8. Have a First Aid Kit suitable to handle the size of the group on the permit at the work location.

9. Provide adult supervision for youth groups at a ratio of one (1) adult for every four (4) youths. A youth is a person under sixteen (16) years of age. No person under the age of ten (10) will be permitted to participate. All youths must have a consenting signature of an adult parent or guardian in order for the youth to participate in the activity.
10. Be dressed appropriately. It is suggested that hard soled footwear, shirts, long pants and work gloves be worn. Clothing which distracts the attention of the motoring public, or headsets, may not be worn.
11. Each participating member of the volunteer group will enter their name and signature on the last page of this attachment, in the spaces provided, under the title "SIGNATURES OF VOLUNTEERS" prior to the work activity and procurement of the Encroachment Permit.
12. Call the Street Services Division at 648-6366, Monday through Friday, 7:00 a.m. to 3:30 p.m., as soon as a section of road is complete so that bagged litter may be scheduled to be picked up by Town crews.

The Department of Public Works will:

1. Provide safety vests for the volunteers.
2. Provide the actual signs (i.e.: Shoulder Closed, Road Work Ahead) which will be available at the time the Encroachment Permit is issued.
3. Provide bags to be used for litter collection.
4. Provide pickers for the trash collection.
5. Will remove the bagged litter from the roadside and dispose of same at the earliest practicable time.

ROADWAYS UNDER THE STATE OF CONNECTICUT'S D.O.T. MAINTENANCE PROGRAM, SUCH AS RT 5, 30, 74, 194, AND 291, AS WELL AS LIMITED ACCESS HIGHWAYS OR ROADWAYS WITH A HIGH VOLUME OF AVERAGE DAILY TRAFFIC WILL BE EXEMPT FROM THIS PROGRAM.

THE TOWN OF SOUTH WINDSOR DEPARTMENT OF PUBLIC WORKS RESERVES THE RIGHT TO REVOKE THE ENCROACHMENT PERMIT AT ANY TIME IF IT IS DETERMINED THAT THE CONDITIONS OF THIS ATTACHMENT ARE NOT BEING ADHERED TO.

THE ADOPTING GROUP WILL RECEIVE RECOGNITION FOR THEIR EFFORTS FROM THE TOWN OF SOUTH WINDSOR IN THE FORM OF A NEWS RELEASE CITING THEM FOR THEIR EFFORTS, OR A SIMILAR FORM OF RECOGNITION AS THE DEPARTMENT MAY DEEM APPROPRIATE. THE ADOPTING GROUP WILL BE ALLOWED TO PUBLICIZE IN THEIR OWN MANNER, THEIR VOLUNTEER EFFORTS.

NAME OF ADOPTING GROUP

MICHAEL J. GANTICK
DIRECTOR OF PUBLIC WORKS

ADDRESS

DATE OF APPROVAL

AUTHORIZED REPRESENTATIVE

644-2511 Extension 249
TELEPHONE NUMBER

TELEPHONE NUMBER

AGREEMENT AND SIGNATURES OF VOLUNTEERS

The undersigned individual Volunteers of the Adopting Group acknowledge that they are aware of and accept the terms and conditions of the foregoing agreement (referred to as the “ADOPT-A-ROAD Permit”) between the Adopting Group and the Town of South Windsor, Department of Public Works. The undersigned individual Volunteers of the Adopting Group acknowledge that they indemnify and save harmless the Town of South Windsor or any of its officers, employees, other volunteers or the Adopting Group for any injuries or damages they may cause or suffer as a result of participation in the program, as indicated by their signatures. If the undersigned individual is a minor, said minor shall procure the signature of a parent or guardian in order to participate in this program. Signature by parent or guardian indicates that signers agree to be bound by the terms and conditions of the foregoing paragraph as well as the “Adopt-A-Road Permit” on behalf of both the parent or guardian and said minor child.

1.)	_____ Signature	_____ Printed Name	_____ Date
1a.)	_____ Parent/Guardian Signature	_____ Printed Name	_____ Date
2.)	_____ Signature	_____ Printed Name	_____ Date
2a.)	_____ Parent/Guardian Signature	_____ Printed Name	_____ Date
3.)	_____ Signature	_____ Printed Name	_____ Date
3a.)	_____ Parent/Guardian Signature	_____ Printed Name	_____ Date
4.)	_____ Signature	_____ Printed Name	_____ Date
4a.)	_____ Parent/Guardian Signature	_____ Printed Name	_____ Date
5.)	_____ Signature	_____ Printed Name	_____ Date
5a.)	_____ Parent/Guardian Signature	_____ Printed Name	_____ Date

6.)	_____	_____	_____
	Signature	Printed Name	Date
6a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
7.)	_____	_____	_____
	Signature	Printed Name	Date
7a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
8.)	_____	_____	_____
	Signature	Printed Name	Date
8a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
9.)	_____	_____	_____
	Signature	Printed Name	Date
9a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
10.)	_____	_____	_____
	Signature	Printed Name	Date
10a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
11.)	_____	_____	_____
	Signature	Printed Name	Date
11a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
12.)	_____	_____	_____
	Signature	Printed Name	Date
12a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date

13.)	_____	_____	_____
	Signature	Printed Name	Date
13a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
14.)	_____	_____	_____
	Signature	Printed Name	Date
14a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
15.)	_____	_____	_____
	Signature	Printed Name	Date
15a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
16.)	_____	_____	_____
	Signature	Printed Name	Date
16a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
17.)	_____	_____	_____
	Signature	Printed Name	Date
17a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
18.)	_____	_____	_____
	Signature	Printed Name	Date
18a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
19.)	_____	_____	_____
	Signature	Printed Name	Date
19a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date

20.)	_____	_____	_____
	Signature	Printed Name	Date
20a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
21.)	_____	_____	_____
	Signature	Printed Name	Date
21a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
22.)	_____	_____	_____
	Signature	Printed Name	Date
22a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
23.)	_____	_____	_____
	Signature	Printed Name	Date
23a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
24.)	_____	_____	_____
	Signature	Printed Name	Date
24a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
25.)	_____	_____	_____
	Signature	Printed Name	Date
25a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
26.)	_____	_____	_____
	Signature	Printed Name	Date
26a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date

27.)	_____	_____	_____
	Signature	Printed Name	Date
27a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
28.)	_____	_____	_____
	Signature	Printed Name	Date
28a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
29.)	_____	_____	_____
	Signature	Printed Name	Date
29a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
30.)	_____	_____	_____
	Signature	Printed Name	Date
30a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
31.)	_____	_____	_____
	Signature	Printed Name	Date
31a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
32.)	_____	_____	_____
	Signature	Printed Name	Date
32a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
33.)	_____	_____	_____
	Signature	Printed Name	Date
33a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date

34.)	_____	_____	_____
	Signature	Printed Name	Date
34a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
35.)	_____	_____	_____
	Signature	Printed Name	Date
35a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
36.)	_____	_____	_____
	Signature	Printed Name	Date
36a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
37.)	_____	_____	_____
	Signature	Printed Name	Date
37a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
38.)	_____	_____	_____
	Signature	Printed Name	Date
38a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
39.)	_____	_____	_____
	Signature	Printed Name	Date
39a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date
40.)	_____	_____	_____
	Signature	Printed Name	Date
40a.)	_____	_____	_____
	Parent/Guardian Signature	Printed Name	Date

41.)	_____ Signature	_____ Printed Name	_____ Date
41a.)	_____ Parent/Guardian Signature	_____ Printed Name	_____ Date
42.)	_____ Signature	_____ Printed Name	_____ Date
42a.)	_____ Parent/Guardian Signature	_____ Printed Name	_____ Date
43.)	_____ Signature	_____ Printed Name	_____ Date
43a.)	_____ Parent/Guardian Signature	_____ Printed Name	_____ Date
44.)	_____ Signature	_____ Printed Name	_____ Date
44a.)	_____ Parent/Guardian Signature	_____ Printed Name	_____ Date
45.)	_____ Signature	_____ Printed Name	_____ Date
45a.)	_____ Parent/Guardian Signature	_____ Printed Name	_____ Date