

MONTGOMERY COUNTY DEPARTMENT OF TRANSPORTATION (MCDOT)

ADOPT A ROAD (AAR) PROGRAM

Eligibility Requirements and Program and Safety Guidelines

1. Volunteers may opt to adopt a road for an unlimited amount of time as long as they meet participation and reporting requirements. Most road segments are about a mile in length. Each individual, group or business volunteer typically adopts only one County-owned road segment.

If a group or individual wants to adopt a second road and the road is not adopted within six months, the requestor may adopt it if they have met the reporting requirements. Roads within municipalities or State-maintained roads (designated by a route number) cannot be adopted through the County's Adopt A Road program. Get more information on the State's **Adopt-A-Highway** program online at <http://sha.maryland.gov/index.aspx?PageId=11> or by calling 301-513-7300 or 301-572-5166.

2. AAR volunteers agree to clean their road segment as needed, but no fewer than **six times a year**, including one major cleaning in the spring. Be sure to clean the entire length of the road on each side from beginning to end. **NOTE:** AAR signs may not always be placed at the ends of the adopted road segment because of safety or other considerations. Signs may be installed a few hundred feet from the intersections that begin and end your road or elsewhere depending upon other issues..

Some shorter road segments of a half-mile or less may also be available. Volunteers agree to clean these shorter roadways and each bus stop along the route a minimum of **12 times a year**.

3. Volunteers who adopt a road agree to report their cleanings either online or by email. The Volunteer Team Leader / Coordinator is required to report; The name of the volunteer group, date of clean up, number of trash bags filled, type of bag used, such as tall kitchen bag, lawn/leaf bag, or AAR orange bag.

Several options are available to report clean ups; online, by email to mcdot.outreach@montgomerycountymd.gov or leave a voicemail message on the **Community Outreach Hotline** at **240-777-7155** (press # to bypass the greeting). If the adopted road is cleaned more than once a month, volunteers can report their results monthly. Reports serve as a reference if complaints arise concerning the condition of the adopted road.

4. MCDOT reserves the right to reassign an adopted road solely at its discretion or under the following conditions: a) MCDOT receives two or more complaints within a six month period about the cleanliness of the adopted road segment; or b) No cleanings are reported by the volunteer for a six month period.
5. Dispose of up to three bags of collected trash by including them in your regular household or business trash pickup. Four or more bags of trash or large debris will be collected by MCDOT's Division of Highway Services. Place all trash and debris in one location and arrange for a onetime trash pickup by contacting MC311 either online or by calling 311, or 240-777-0311 from outside the County. Be sure to note the precise location of the items.

During a cleanup, collect recyclables separately and place them in your household or business recycling bin. Highway Services will not collect recyclables. Volunteers are strongly urged to collect recyclables separately from trash so they can be recycled instead of disposed.

Do not touch or try to remove materials that you suspect may be toxic or hazardous, such as batteries, powders, chemicals, smelly substances, suspicious packages, chemical drums or containers, weapons, syringes or needles and dead animal carcasses. Report hazardous materials to the Department of Environmental Protection at 240-777-3867.

If you find large items like appliances or tires, contact the MC311 Call Center online or by calling 311, or 240-777-0311 from outside the County. Report animal carcasses along a County road by contacting MC311 online or by calling 311, or 240-777-0311 from outside the County. For carcasses within 15 feet of a State road, call 301-948-2477 or 301-572-5166.

6. AAR signs are generally 30 by 20 inches in size with a name plate displaying the volunteer group name attached underneath. Nameplates display the name of the volunteer, organization or business that has adopted the road. The nameplates are limited in size to 12 characters (including spaces) per line with no more than two lines. Slogans, messages, phone numbers, website addresses or any other information besides the name of the volunteer individual, business or organization is prohibited from use on the AAR sign nameplate. **Volunteers may still participate in the AAR Program even if they do not want signs posted that display their name.**

MCDOT ADOPT A ROAD (AAR) PROGRAM

The Adopt A Road Program (“Program”) is open to individuals, nonprofit or civic organizations, businesses, and governmental entities located within Montgomery County or that are active in Montgomery County. Individuals, organizations, and businesses that do not comply with Montgomery County’s nondiscrimination laws, including Chapter 27 of the Montgomery County Code, 1994, are ineligible to participate in AAR.

By signing the application form, the individual or officer, manager or director of any business or governmental entity attests that they have read and agree to the Program and Safety Guidelines and Eligibility Requirements. A Team Leader/Coordinator must be designated and provide his or her name, mailing address and email address to MCDOT.

Participation in the program confers no rights or privileges upon any person or entity. Montgomery County, in its sole discretion, may refuse to allow any person, organization, business, or entity to participate in the Program. **Use of the sign in printed publications, commercials, social or political literature of any kind is prohibited.** Violation of this prohibition will be considered cause for termination of the AAR volunteer’s participation in the Program.

INDEMNIFICATION

All participants hereby release Montgomery County and its agents and employees from any liability for damages or injuries resulting from their participation in the Adopt A Road Program. The individual, organization, business, or entity that adopts a road agrees to indemnify and hold Montgomery County harmless for any injuries, damages, or claims arising from participation in the Program.

NOTICE

The individual, organization, business, or entity that joins the Program agrees to notify all his or her team participants of the following terms.

* For safety, designate a Team Coordinator for your group. Coordinators must be at least 21 years old. Individuals younger than 16 years of age require adult supervision. Carpools are encouraged to keep the number of vehicles to a minimum and be sure to park completely off the road.

*Do not consume alcoholic beverages or drugs before or during your cleaning session and make sure to watch out for ticks, bees and snakes.

* Clean-up activities should be performed off the roadway, during daylight hours and in good weather conditions. Avoid peak traffic times. Avoid overexertion and drink plenty of water. Members should face oncoming traffic and stay clear of the roadway at all times. Maintain a complete first aid kit and have it available at all times.

* Report illegally posted signs, including those on traffic signs, telephone poles and/or in medians to the Department of Permitting Services (DPS) by contacting MC311 either online or by calling 311, or 240-777-0311 from outside the County. If the signs are legal, they will display a permit number, usually on the back (do not confront a sign owner).

* Clean-up attire should consist of light-colored clothing and long sleeves, heavy gloves, and sturdy soled footwear. A limited supply of safety vests, gloves, traffic cones, trash bags, and pick sticks are available from MCDOT upon request. Fill out the Equipment Distribution Form online or bring it with you to the Community Outreach office when picking up equipment, Monday through Friday, 9 a.m. to 4 p.m., 101 Monroe Street, 10th Floor, Rockville, MD 20850.

* **Montgomery County’s Green Business Certification Program** is designed to recognize businesses that have taken voluntary steps to protect, preserve, and improve the environment. A certified green business demonstrates a commitment to environmental stewardship, conserves energy and water, reduces its carbon footprint, generates less waste and recycles more. If you are interested in becoming a Certified Green Business or would like more information, visit www.MCGreenBiz.org.

MONTGOMERY COUNTY DEPARTMENT OF TRANSPORTATION

ADOPT A ROAD PROGRAM

APPLICATION

NAME OF ORGANIZATION: _____
Please type or print clearly (Daytime Phone)

Team Leader/Coordinator: _____
(Email address)

(Street Address, City, Zip)

1st Choice To Adopt:

NAME OF ROAD: _____

Beginning at: _____

Ending at: _____

2nd Choice To Adopt:

NAME OF ROAD: _____

Beginning at: _____

Ending at: _____



GREEN BIZ CERTIFICATION: YES ___ NO ___

Please check YES if you are working towards your certification. The Green Business logo will be affixed to the left of the nameplate. For more information visit www.mcgreenbiz.org

DO YOU ALREADY ADOPT A ROAD: YES ___ NO ___ **NAME OF ROAD:** _____

SIGNS WITH NAMEPLATES REQUESTED: ___ YES ___ NO

NAME TO APPEAR ON NAMEPLATE: _____
Please type or print clearly 12 character limit per line; 2 line maximum

I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH THE ELIGIBILITY CRITERIA:

SIGNATURE: _____ **DATE:** _____

FOR DEPARTMENT OF TRANSPORTATION USE ONLY

Log Number: _____ **Date:** _____ **Rustic Road:** ___ Yes ___ No **Total Miles:** _____

Master Plan Roadway Type: _____ **Road Adoptable:** ___ Yes ___ No

Comments: _____

Approved by: _____ **Date:** _____
(Signature)

Make sure entire application has been completed!

MAIL APPLICATION TO:



MCDOT/Community Outreach
Adopt A Road Program
Executive Office Building
101 Monroe Street, 10th Floor
Rockville, Maryland 20850

QUESTIONS?

HOTLINE: 240-777-7155
(Press # to bypass greeting, please speak clearly when leaving a detailed message)

FAX: 240-777-7178 (Attn: AAR Program)

EMAIL:
mcdot.outreach@montgomerycountymd.gov

www.montgomerycountymd.gov/mcdotcommunityoutreach