



Montgomery County Department of Transportation

ADOPT A ROAD PROGRAM GUIDELINES



The Montgomery County Department of Transportation (MCDOT) Adopt A Road (AAR) program helps in minimizing the accumulation of litter in the public right-of-way of county-owned roads. When left uncollected, litter and debris clogs storm drains or is washed into local streams and watersheds that feed into the Potomac and Patuxent Rivers, and, eventually, our water supply. Since MCDOT has no funded litter collection program, the Adopt A Road program is a valuable tool in helping to keep our roads and streams environmentally healthy as well as ensuring a high quality of life in Montgomery County.

Learn more at montgomerycountymd.gov/adoptaroad.

Montgomery County Department of Transportation
Adopt A Road Program
101 Monroe Street, 10th Floor
Rockville, Maryland 20850

Email: mcdot.outreach@montgomerycountymd.gov
Phone: 240-777-7155 (press # to bypass greeting)

MCDOT AAR PROGRAM

Eligibility Requirements, Program and Safety Guidelines

1. AAR volunteers may opt to adopt a road for an unlimited amount of time as long as they meet participation and reporting requirements. One road can be adopted for the first six months of participation. Roads within business districts or municipalities such as Rockville, Gaithersburg and Takoma Park Cities, or State-maintained roads (designated by a route number) are not eligible. When filling out the application be sure to include two road segments (should your first choice not be available). If you are interested in a specific road and it is not listed, the road could either already be adopted or not owned by the County.
AAR volunteers agree to clean the adopted road segment (including bus stops/shelters) as needed, but no fewer than six times a year, including one major cleaning in the spring. Road segments that fall under .60 miles are to be cleaned a minimum of 12 times a year and include bus stops/shelters.
 2. AAR volunteers wanting to adopt a second road segment will be put on a six-month waiting list, should it be available at the end of the six months the volunteer may adopt it, but only if program guidelines have been followed and cleaning and reporting requirements have been met for the first adopted road segment.
 3. AAR volunteers are to report their cleaning efforts to MCDOT. If cleanings are performed often cleanings can be combined into one monthly report or if the road does not require a cleaning, volunteers are still required to submit a report in order to remain active in the program. These reports let MCDOT know program guidelines are being met and that the volunteer is still actively participating in the program. Cleaning reports also serve as a record of volunteer activities should a complaint arise on the condition of an adopted road segment. Cleaning equipment is available upon request (such as reflective vests, pick sticks, bags, gloves, etc.). When reporting a cleaning, the following information is required:
 - volunteer name and road name;
 - date of cleaning;
 - total number of bags of trash (and recyclables) collected; and
 - type or gallon of bag used (such as tall kitchen bag, lawn/leaf bag, small grocery store bag or the blue/orange bag MCDOT provides).
- Cleaning reports are mandatory to remain in the program and can be submitted either online at montgomerycountymd.gov/aar-report or by email at mcdot.outreach@montgomerycountymd.gov.
4. AAR volunteers are responsible for the disposal of trash collected. If four or more large/heavy bags of trash or debris are collected, or large items like appliances, tires, or animal carcasses, call contact MC311 to arrange a one-time trash pickup. Place all trash and debris in one location and dial 3-1-1 (or 240-777-0311). If you chose to collect recyclables, use a separate bag (AAR provides blue handle bags) and empty into your own household or business recycling bin. MC311 will not pick up recyclables.
 5. 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 MC311.
 6. The County reserves the right to reassign an adopted road or terminate participation for any reason, including failure to maintain cleanliness of the adopted road segment for over one year, failure to report cleanings or failure to comply with Montgomery County law.
 7. If application is approved a letter and packet of program information will be mailed to the applicant. In recognition for volunteer's cleaning and reporting efforts, within 12-14 weeks, one or two AAR signs will be fabricated and installed bearing the group's name. Normally, one AAR sign will be installed at the beginning and one at the ending of the adopted road segment.
 8. Nameplates will display the volunteer, organization or business name. The requested name is limited in size to 14 characters max (this includes spaces) per line, two lines max. Slogans, messages, slang, phone numbers, social media and website addresses, or any other information besides the name of the volunteer, is prohibited.
- *Signs are not required in order to adopt a road.**

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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 laws, including the County’s nondiscrimination laws, are ineligible to participate in the AAR program.

By signing the application form, the officer, manager or director of any business or governmental entity attests that they have read and agree to the Program & 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 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. Carpooling is encouraged to keep the number of vehicles to a minimum and be sure to park completely off the roadway.

*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 at montgomerycountymd.gov/311 or by dialing 3-1-1 (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 Program’s Equipment Distribution form and bring with you when picking up equipment.

* 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 by conserving energy and water, reducing its carbon footprint, generating less waste and recycling more. If you are interested in becoming a Certified Green Business or would like more information, visit mcgeenbiz.org.