

## Adopt A Road Program Guidelines



Photos provided by Adopt A Road Participants

This program helps in minimizing the accumulation of litter in the road's public right-of-way. When left uncollected, litter and debris is washed into the storm drains, and ultimately into the watersheds that feed into other water systems including the Chesapeake Bay. 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 helping keep Montgomery County a cleaner more attractive place to live.

MCDOT thanks you for your participation.

Montgomery County Department of Transportation

Director's Office

101 Monroe Street, 10<sup>th</sup> Floor

Rockville, Maryland 20850

Email: [mcdot.outreach@montgomerycountymd.gov](mailto:mcdot.outreach@montgomerycountymd.gov) Phone: 240-777-7155

[www.montgomerycountymd.gov/adoptaroad](http://www.montgomerycountymd.gov/adoptaroad)

# MONTGOMERY COUNTY DEPARTMENT OF TRANSPORTATION (MCDOT)

## ADOPT A ROAD (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. Participants typically adopt one County-owned road segment measuring about one mile in length. Roads within municipalities such as Rockville City, Takoma Park, Downtown Bethesda, etc. or State-maintained roads (designated by a route number) and are not eligible.
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.

AAR volunteers agree to clean their 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.

3. AAR volunteers are to report their cleaning efforts to MCDOT. If cleanings are performed often or if the road segment does not need a cleaning, volunteers are still required to submit a monthly 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 (reflective vests, pick sticks, bags, gloves, etc.).

When reporting a cleaning, the following information is required:

- volunteer name and name of road segment adopted;
- date of cleaning;
- total volunteers involved;
- total bags of trash and recyclables collected; and
- type of bag used (such as tall kitchen trash bag, lawn/leaf bag, small grocery bag or orange AAR trash bag).

Several options are available to report clean ups; either online at [www.montgomerycountymd.gov/adoptaroad](http://www.montgomerycountymd.gov/adoptaroad), by email at [mcdot.outreach@montgomerycountymd.gov](mailto:mcdot.outreach@montgomerycountymd.gov) or leave a voicemail message on the Outreach Hotline at 240-777-7155 (press # to bypass the greeting).

4. AAR volunteers are responsible for the disposal of trash collected. If four or more 55-gallon bags of trash or large 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 call 311 (or 240-777-0311 if calling from outside the County). If recyclables are collected, use separate bags (AAR provides blue handle bags) and empty into your own household or business recycling bin. MC311 will not pick up recyclables. Volunteers are strongly urged to collect 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 in the AAR program for any reason, including failure to maintain cleanliness of the adopted road segment or failure of a volunteer or participant to comply with County law.
7. If application is approved a letter and packet of information will be mailed to the applicant. In recognition for volunteer's cleaning and reporting efforts, within 10-12 weeks, two AAR signs with nameplates will be fabricated and installed. One AAR sign will be installed at the beginning and one at the end of the adopted road segment.
8. Nameplates will display the volunteer, organization or business name. The nameplates are limited in size to 12 characters (including spaces) per line, two lines max. Slogans, messages, phone numbers, website addresses or other information besides the name of the volunteer is prohibited. Signs are not required in order to adopt a road.

# MONTGOMERY COUNTY DEPARTMENT OF TRANSPORTATION (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 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 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. Carpooling is 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 and bring with you to when picking up equipment, Monday through Friday between 9 a.m. to 4 p.m., at 101 Monroe Street, 10<sup>th</sup> 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 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 [www.MCGreenBiz.org](http://www.MCGreenBiz.org).