

ADOPT-A-ROAD PROGRAM GROUP AGREEMENT AND CODE OF CONDUCT

This Agreement is made and entered into between King County, hereinafter called the **County**, and

_____, hereinafter called the **Group**.

The County does hereby authorize the Group to participate in the Adopt-A-Road Program by picking up litter within the assigned section of roadway, in accordance with the following terms and conditions:

The Group Does Hereby Agree:

To maintain the appearance of the designated route for two years and to pick up litter no less than twice per year. Additional cleanups may be completed as necessary to maintain a neat appearance.

To contact the Adopt-A-Road Program Coordinator two weeks in advance of planned cleanups to reserve safety kits and receive a copy of the current **Active Group Roster**. Group will pick up kits on scheduled date and return within two business days of the cleanup. Group coordinator(s) will provide a completed **Work Day Release Form** to the Adopt-A-Road Program Coordinator within five days of the cleanup activity.

To conduct cleanup activities in a safe manner and abide by conditions as may be required by the County for the safety of the participants. Safety of participants is the number-one priority of the program.

To assign a Primary Group Coordinator and Secondary Group Coordinator (if more than one person will participate regularly) to each cleanup crew. The Coordinator(s) shall have a copy of this agreement with them during the cleanup activity. The Group Coordinator shall be responsible for properly caring for and promptly returning all County-issued equipment.

Whenever the Primary Group Coordinator or Secondary Group Coordinator changes, the Group will contact the Adopt-A-Road Program Coordinator to update the **Registered Group Enrollment Form** to reflect the contact information for the new coordinator(s).

All participants will wear a high visibility vest and hard hat furnished by the County during all cleanup activities. All participants will view the Volunteer Safety Training Video and utilize safety materials and training aids provided by the County before participating in a roadside cleanup. Volunteers will abstain from using County equipment/resources for personal use.

Participants shall abide by all regulations as stated in the **Safety Rules**. Volunteers will also adhere to all County rules and policies (including the Workplace Violence Prevention Policy, Nondiscrimination and Anti-Harassment Policy and Procedures, and the King County Code of Ethics) and comply with all federal, state, and local laws, including King County Code 3.12.400 governing the administration of county volunteers.

The Group Coordinator will be responsible for distributing all training materials to the Group's individual participants. The Group Coordinator shall be responsible for collecting the signed **Work Day Release Form**. The Group Coordinator will provide the Adopt-A-Road Program Coordinator the completed Work Day Release Form within five calendar days following the cleanup activity.

It is recommended that at least one person with a valid First Aid/CPR card be present during cleanup activities.



ADOPT-A-ROAD PROGRAM GROUP AGREEMENT AND CODE OF CONDUCT

Recycling is an accepted and encouraged activity. Recyclable items collected by participants may be removed from the site at the option of the Group. Profits from the sale of recyclable items shall belong to the Group. Volunteer groups are responsible for taking recyclable materials to transfer stations.

Volunteers will not accept tips, meals, or otherwise accept payment for volunteer work or use the volunteer position to obtain special consideration of any kind. Volunteers will treat other volunteers, members of the public, and County employees with respect and dignity.

The Group Coordinator may cancel the agreement by providing written notice to the County.

The County Does Hereby Agree:

To furnish and install Adopt-A-Road recognition signs with the Group name or acronym displayed at the assigned cleanup area.

To furnish the Group litter bags, traffic warning signs and stands, high visibility vests, hard hats, and gloves for participants' use during cleanup activities.

To remove all filled litter bags from the road shoulder.

To assist the Group in cleaning up litter if necessary (i.e., when large, heavy, or dangerous items are found).

To provide safety materials and training aids to the Group Coordinator for use in training participants.

To coordinate, at its discretion, publicity efforts with the Group to solicit local media coverage.

The County may temporarily suspend work under this agreement due to construction within the limits of the assigned route. Once the construction activities have been completed, the Group will be notified and the agreement reactivated.

The County may cancel the agreement for any reason including, but not limited to, safety considerations concerning roadway operations and failure of the applicant or its participants to comply with provisions of the agreement. Notification of a canceled agreement will be made in writing.

This program may be altered, modified in scope, or terminated at the discretion of the Director of the Road Services Division. Such alteration of the program will apply to all agreements signed prior to such date unless otherwise specified.

The terms of this agreement shall commence on _____, and shall be automatically renewed every two years unless terminated by the County or the Group. Upon termination of this agreement, the Adopt-A-Road recognition signs will be removed and shall remain the property of the County.

ADOPT-A-ROAD PROGRAM GROUP AGREEMENT AND CODE OF CONDUCT

Volunteer Group Informed Consent/Release

On behalf of _____, Volunteer Group, I have read the terms and conditions for participation and reviewed the Adopt-A-Road Volunteer Safety Training Video, and I agree and acknowledge the following:

1. Volunteers in this program are under the control and supervision of our group and not King County. Our organization will evaluate all volunteers to determine that they are suitably responsible individuals who will abide by the Adopt-A-Road **Safety Rules** and use due care and caution while participating in this cleanup program.
2. Each volunteer will have an approved **Individual Participant Release Form** on file with the County and will be named on the **Active Participant Roster** before participating in a cleanup event.
3. The Group Coordinator will conduct a safety briefing for all volunteers prior to each cleanup event.
4. Volunteers recognize that this program will expose them to traffic along roadways, as well as other potential hazards. It is the Group's responsibility to provide the County with a completed **Work Day Release Form** with names and signatures of individual volunteers who participated in the cleanup within five days following each and every cleanup event.
5. The Group and its volunteers, collectively and individually, agree to release and forever discharge King County, its officers, and employees from all claims, action, or damages of every kind and description which may accrue to or be suffered by any volunteer by reason of their participation in the Adopt-A-Road Program or any of its activities in which they participate.

I CERTIFY THAT I AM AUTHORIZED TO SIGN THIS AGREEMENT ON BEHALF OF OUR VOLUNTEER GROUP AND CONSENT TO ITS TERMS.

PRIMARY GROUP COORDINATOR

KING COUNTY

Signature Date

Signature Date

Print Name

Print Name

Organization

Organization

SECONDARY GROUP COORDINATOR

Signature Date

Print Name

Organization