

# **ADOPT-A-HIGHWAY AGREEMENT**

## **TERMS AND CONDITIONS FOR PARTICIPATION IN THE PROGRAM:**

1. Subject to the acceptance of the terms and conditions contained herein, PennDOT grants permission to the APPLICANT to adopt a state highway or portion thereof for a minimum period of two (2) years beginning on the approval date indicated and subject to PennDOT's termination rights. It will become eligible for renewal every two (2) years.
2. PennDOT will provide on-line safety materials for use by the APPLICANT.
3.
  - A.) The APPLICANT will conduct litter pickup at the location set forth in the application a minimum of two (2) times per year, subject to at least one week's advance notification to the appropriate DOT County Maintenance Office's AAH coordinator. The APPLICANT must make arrangements to pick up adequate numbers of safety vests, gloves, and plastic trash bags.
  - B.) The APPLICANT shall schedule one of the two (2) litter pickups in March/April to coincide with the Great American Cleanup of Pennsylvania and one (1) litter pickup in September/October prior to the winter season. The APPLICANT shall not conduct any litter pickups on busy holidays or holiday travel weekends or preceding days such as the Wednesday before Thanksgiving, Thanksgiving Day, the Monday following Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Fourth of July or a Fourth of July Weekend (Friday-Monday), Easter weekend (Friday-Monday), Memorial Day or a Memorial Day weekend (Friday-Monday). All activities must be conducted between one hour after sunrise and one hour before sunset.
  - C.) The APPLICANT must describe to PennDOT how they plan to dispose of/or arrange for PennDOT staff to pick up bags; PennDOT will then arrange, through the County Maintenance Office, to pick up the bags. The APPLICANT must provide notification to PennDOT of all scheduled litter pickup dates at least one week prior to each scheduled pickup. This may be accomplished on-line or by telephone.
  - D.) For groups' additional safety the Pennsylvania State Police (PSP) shall be notified of all scheduled events.
4. The APPLICANT shall verify each member has viewed the on-line safety materials and other guideline materials supplied by PennDOT. Every person participating in the litter pickup must view on-line safety materials provided by PennDOT. No participant may be involved in the litter pickup unless he/she has viewed all applicable safety materials. An authorized representative of the APPLICANT must present the safety information to any potential participant. Further, the APPLICANT shall conduct an on-site safety briefing, with all participants, prior to each pickup.
5. A.) PennDOT, at its cost, will provide, install and maintain two permanent signs noting the Program and the Applicant's name at the beginning of the Site, one sign in each direction. Further, PennDOT will, upon request and at its cost, provide the APPLICANT with a "Litter Crew Ahead" sign for placement by the APPLICANT during litter pickups. Proper use of the temporary "Litter Crew Ahead" signs will be the responsibility of the APPLICANT. PennDOT will replace the Adopt-A-Highway signs as necessary due to normal wear and tear.

B.) There shall be no business logo or commercial advertising used or displayed by the APPLICANT. Participating businesses must precede business names with "employees of," or "friends of." There shall be no promotion or advertising by non-business groups. This includes the use of hashtags (#), social causes, political activism, and the use of events as group names on recognition signing.

6. After each litter pickup, the APPLICANT shall file a report setting forth the date of the pickup, the number of people involved, the number of bags of litter picked up, their contents (hazardous materials, poison ivy, guiderail, debris, etc.) and the number of hours spent for the pickup. Groups may record this information on-line by accessing the AAH external site, or if preferred by contacting the county coordinator, who shall enter the data into the AAH portal system.
7. PennDOT shall have the right to terminate this undertaking at any time by providing written notice to the APPLICANT if the APPLICANT does not comply with any of these terms and conditions; at any time the Applicant's work is unsatisfactory, unsafe, or if it causes a conflict with traffic; at any time the Program is suspended or discontinued; or at any time such termination is deemed to be in the best interest of PennDOT.
8. Any notice to or communication with PennDOT by the APPLICANT shall be with the appropriate PennDOT County Maintenance Office. Any notice to or communication with the APPLICANT shall be to the point-of-contact indicated on the group's application.
9. PennDOT will not enter into an agreement with any elected official or candidate for public office.
10. PennDOT encourages the APPLICANT to separate and recycle appropriate materials. However, where required by law ordinance, the APPLICANT MUST separate and recycle appropriate materials.
11. The APPLICANT acknowledges PennDOT's criteria for eligibility to participate in the Program included in this application and certifies that it meets all such criteria outlined below:
  - A.) Local community organizations, such as civic, social or school groups, will be eligible to adopt a highway as will individuals 18 years of age or older. Corporations, partnerships and sole proprietorships who wish to sponsor groups may do so; however, for all participants (business & non-business) there shall be no business name, logo, advertising, promotion, social causes or political activism, nor use of hashtags or events in recognition signing. (see #5B above).
  - B.)The APPLICANT certifies that it does not represent an elected official or candidate for public office.
  - C.) Participants will be required to conduct litter pickup for two (2) years from the effective date of the agreement. APPLICANT may assign its obligation to another group or business subject to PennDOT's prior written approval.
  - D.) The minimum age for participation is eight (8) years of age. Groups with members between the ages of eight and 17 must be supervised by adults eighteen years of age or older in the ratio of one adult per eight participants between the ages eight and 17 whenever there is a litter pickup. No person under the age of 16 will be permitted to perform litter pickup on any highway which is part of the interstate system.

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We look forward to working with you, and thank you for volunteering to Adopt-A-Highway!