

ADOPT-A-HIGHWAY PROGRAM APPLICATION

The Ohio Department of Transportation will work with the adopting Group to determine specific section of roadway to be adopted. Certain roadways will not be considered adoptable due to their hazardous nature or other constraints. Please fill out the information below clearly.

(Organization Name)	(Organization Address)
(Chairperson Name)	(Organization Phone #)
(Chairperson Contact Mailing Address)	(Chairperson Daytime or Business Phone #)
(Chairperson City & Zip Code)	(Chairperson E-Mail Address)
(Secondary Contact Person)	(Secondary Contact E-Mail Address)
(Secondary Contact Mailing Address)	(Secondary Contact Night or Home Phone #)
(Secondary Contact City & Zip Code)	(Authorized Signature for Group)

Provide the approximate number of people that will be participating in your Adopt-A-Highway (AAH) group: _____

List highway sections, in order of preference, your group is interested in adopting.

- 1. _____
- 2. _____
- 3. _____

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Your AAH group name will be produced with 4 inch letters. Insert one letter per block including punctuation and spaces.

OR

Your AAH group name will be produced with 3 inch letters. Insert one letter per block including punctuation and spaces.

Please return this form to the appropriate District Coordinator. If unknown, please send to:
 Ohio Department of Transportation
 Adopt-A-Highway Program Coordinator
 1980 W. Broad St.
 Columbus, OH 43223

For a complete list of our District Coordinators' addresses go to:
http://www.dot.state.oh.us/Divisions/Operations/Maintenance/Pages/AAH_District_Coordinators.aspx

Although liability insurance is not a requirement of this program, it is suggested that each participating group have insurance protection.

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The Ohio Department of Transportation recognizes the Group above as the adopting organization for the section of highway _____, and the Group accepts the responsibility of picking up litter on this section of highway and promoting a litter free environment for a period beginning _____ 20__, and ending _____ 20__, for a minimum of two years.

Application Approved/Reviewed By: _____
 Ohio Dept. of Transportation Reviewer
See Terms & Conditions on Page 2

Terms & Conditions

This permit must be in the possession of the Permittee at all times and must be shown to any employee of the Ohio Department of Transportation (ODOT) or law enforcement upon request. The permit shall expire 2 years from the date of issue. The following terms and conditions apply while picking up litter.

The Group acknowledges the potentially hazardous nature of the work and agrees to the following:

- The Permittee shall understand that their application to participate in the Adopt-A-Highway Program shall be denied if the Group advocates violence, violation of the law, or discrimination based upon race, religion, color, national origin, ancestry, physical handicap, medical condition, age, sex, or sexual orientation.
- The Group shall also refrain from wearing clothing that could distract a motorist or from carrying banners, flags or other advertisements that may call undue attention to their clean-up activities.
- Notify ODOT at least 48 hours prior to schedule a pick-up and obtain supplies and material from the Department during regular business hours.
- Not park vehicles on the roadway portion of state routes, freeways, expressways or throughways. "Roadway" is defined as the portion of a highway improved, designated or ordinarily used for vehicular traffic. Permittees are also prohibited from parking on the berm or shoulder of the road.
- Utilize traffic control devices provided by ODOT at all times and in the manner specified by ODOT. All participants must wear brightly colored vests provided by ODOT.
- Have adequate adult supervision for groups containing personnel less than 18 years of age, with an adult to minor ratio of one adult for each four persons under 18. Persons under age 12 are prohibited from participation.
- Only work from 1 hour after sunrise to 1 hour before sunset. No work shall be performed under conditions of restricted visibility.
- Place filled trash bags along the edge of the road at the adopted site for pickup and disposal.
- Return to ODOT within 2 days following clean up safety equipment, traffic control devices and unused supplies. ODOT may allow the group to retain certain equipment for future use.
- Use extra precautions while working on the right-a-way if groups contain persons with disabilities. The group will have to determine what type of precaution will be necessary.
- Not hire, pay or contract with another group or professional company to perform the work along the designated adopted section. Groups may partner with another group, but may not pay that group to perform the pick up.
- Not pay employees of businesses or commercial establishments, but may sign up employees as volunteers to perform the litter pick up.
- Receive safety training, and sign & initial the release, waiver and indemnification agreement before they are permitted to participate in a litter pickup.
- Not interfere with the safe and convenient use of the highway by the traveling public. Groups shall not distract the motorist attention from the roadway and cause an unsafe condition.
- Conduct a tail-gate safety review before beginning each litter pickup.
- Pickup on one side of the road at a time.
- Pickup litter a minimum of four times a year.
- Be required to pickup litter when the appearance of the adopted section is objectionable.

The Department agrees to accomplish the following:

- Place permanent signs at each section to identify Group/Program.
- Provide safety vests, trash bags and traffic control signs.
- Conduct a safety school for each Group
- Remove the filled trash bags on a workday as soon as possible after the pick up.
- Remove large, heavy or hazardous litter from the section.

ODOT will temporarily suspend a group's permit when a construction project is within the adopted area.

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APPLICATION #: _____ Renewal New Date: _____