



## PUBLIC WORKS

### Adopt-a-Road- Policies and Procedures

1. Roads are available for adoption subject to availability and the following criteria:
  - There must be a minimum of one-half mile of the road to be adopted.
  - An adopting organization may request a particular road segment, but the Public Works Department may assign a road segment different from the one requested.
2. The adopting organization will commit to a period of no less than one year. At the end of one year, the adopting organization may renew or terminate the adoption. The adopting organization must notify the Public Works Department if they decide to terminate their commitment.
3. During the one-year commitment, the adopting organization will remove trash from the designated roadway a minimum of four times a year. Scheduling is up to the individual groups, but Public Works must be notified in advance.
4. The Public Works Department will provide the adopting organization with the following:
  - Orange trash bags (clear bags will be provided for recyclables)
  - Orange safety vests to be worn by the participants.
5. The Public Works Department will be responsible for collection and disposal of the trash bags along the roadway.
6. The Public Works Department will install a sign at each end of the adopted roadway segment acknowledging the adopting organization. The signs will remain in place throughout the adoption period.
7. The adopting organization agrees to participate in the Lafayette Recycling Program and will separate recyclable materials prior to removal of those materials by the City.
8. Adopt-a-Road participants must be aware of the hazardous nature of the work to be performed. They must agree to take full responsibility for any injury that could occur while working along the roadway.
9. Any Lafayette group, family or individual may apply to the Adopt-a-Road Program. The City of Lafayette reserves the right to use its discretion in selecting adopting organizations.
10. Participants must be at least 12 years old. Groups with members less than 16 years old must be supervised by an adult (18 years or older). At least one adult is required for every 5 participants less than 16 years old.
11. A Group Leader must be designated for each organization. This person will serve as the liaison with the Lafayette Adopt-a-Road Program. The Group

Leader will be responsible for signing the application, scheduling cleanup dates, obtaining supplies from the Public Works Department and ensuring compliance with the Cleanup and Safety Procedures.

12. Team Leaders must be designated at each cleanup event and are responsible for ensuring that other members of the cleanup team comply with the Cleanup and Safety Procedures.
13. Completion of a Volunteer Form is required after each cleanup. This will help Public Works Department staff to monitor the success of the program and to maintain the appropriate level of supplies.
14. If a member of your work crew is injured, the City of Lafayette provides medical and accidental death and dismemberment (AD&D) coverage for non-statutory volunteers and community service workers who are not covered by the Colorado Workers' Compensation Act and who do not receive monetary remuneration. The Accident Medical Limit is \$15,000 and the AD&D Limit is \$7,500. There is a \$25 deductible per occurrence. This is an excess policy in case personal insurance limits are exceeded or if the injured person does not have insurance. The injured person should see the physician of his or her choice. Claims should be submitted directly to American International Group, Accident & Health Claims Division, Box 15701, Wilmington, DE 19850-5701. Questions should be directed to AIG at (800) 551-0824.