

**CITY OF TROTWOOD**  
**APPLICATION FOR ADOPT-A-ROADWAY PROGRAM**

The City of Trotwood will work with the adopting group to determine the specific section of roadway to be adopted. Certain roadways will not be considered adoptable due to their hazardous nature and other constraints. Please print all information below.

\_\_\_\_\_

Name of Group

\_\_\_\_\_

Date of Application

\_\_\_\_\_

Group Mailing Address (Street Address, City & Zip Code)

\_\_\_\_\_

Name of Group Leader

\_\_\_\_\_

Daytime Phone Number

\_\_\_\_\_

Evening Phone Number

\_\_\_\_\_

Mailing Address of Group Leader (Street Address, City & Zip Code)

\_\_\_\_\_

Email Address for Group Leader

Approximate number of people that will participate in each clean up: \_\_\_\_\_

Highway section(s) that you are interested in adopting (in order of preference):

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**Mail or Fax this form to:**

**Johnny McCluskey**  
**Public Works Supervisor**  
City of Trotwood  
Public Works Department  
2400 Olive Road  
Trotwood, Ohio 45426  
PHONE: 937-837-1702  
FAX: 937-837-1502  
Email: [Jmclluskey@trotwood.org](mailto:Jmclluskey@trotwood.org)

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

**ADOPT-A-ROADWAY AGREEMENT  
ADOPTION TERMS AND CONDITIONS**

The City of Trotwood, hereinafter referred to as the “City”, and the volunteer organization hereinafter referred to as the Group, recognizes the need and the desirability of litter-free roadways and this Agreement is being issued to allow the Group to contribute toward the effort of maintaining litter-free highways.

By signature, the Group acknowledges the potentially hazardous nature of the work to be performed and agrees to the following terms and conditions:

- a. Groups may not hire, pay or contract with another group or professional company to perform the work in the designated adopted section.
- b. Groups may partner with another group, but may not pay that group to perform the clean-up.
- c. Employees of businesses or commercial establishments may sign up as volunteers but shall not be “paid” to perform the litter pick up.
- d. Persons with disabilities are encouraged to participate, and reasonable accommodation will be made where possible. Groups should use extra precautions while working in the right of way. The Group will have to determine what type of precaution will be necessary for any persons of disability associated with the Group.
- e. All Group members shall receive safety training and understand that by the Group Leader signing this Agreement, indicate they shall indemnify and hold the City harmless for any and all injuries received during this volunteer activity. These terms must be agreed to prior to participation and are agreed to by the Group by executing this Agreement on behalf of the Group. Written consent in the form of a Waiver shall be required of each participant in order to participate in a litter pick up.
- f. No parking of any vehicle shall be permitted on the roadway portion of state routes, freeways, expressways or thoroughfares. Routes mean “the portion of roadway improved, designed or ordinarily used for vehicular traffic, except the berm of shoulders”. (ORC 4511.01)
- g. All vehicles shall be parked beyond the shoulder. Traffic control devices shall conform to plate C-11 in the Manual for Traffic Control for Construction and Maintenance Operations. All persons involved shall be dressed with an appropriate vest that is provided by the City that meets ODOT specifications. Permittee’s operations shall in no way restrict or interfere with the safe and convenient use of the roadway by the traveling public. (Signs and vests will be available from the Public Works Department).
- h. Any Group containing personnel under 18 years of age must have adequate adult supervision. A minimum ratio of one adult for each four (4) persons under 18 years of age is

required. Persons under 12 years of age are prohibited from participating in litter pick up activities. **Written parental or guardian consent shall be required for each person under 18 in the form of written permission (letter) signed by the parent or guardian of the minor.**

- i. Work shall be restricted from one (1) hour after sunrise to one (1) hour before sunset. No work shall be performed under unfavorable conditions of weather (snow, rain, etc.).
- j. Each group shall conduct a tailgate safety review before beginning each litter pick up.
- k. Groups shall pick up litter on one side of the roadway at a time. Leather gloves shall be worn at all times by participants. Any safety equipment assigned to be worn by the City shall be worn at all times during the litter pick up.
- l. Groups shall **pick up litter monthly during weekends from March \_\_\_\_ through October \_\_\_\_ during the 20\_\_ program period.** Litter collection will take place on either day of a weekend for each of these months, determined by the Group. The Group will notify Johnny McCluskey, Supervisor, at (937) 837-1702 of the days they will work on their designated road. **Groups shall notify Johnny McCluskey, Supervisor, at (937) 837-1702 of their selected date for each month.**
- m. Groups shall notify **Johnny McCluskey, Public Works Supervisor at (937) 837-1702**, 48 hours prior to schedule their litter pick up. Groups shall be assigned required supplies and materials from **Johnny McCluskey, Public Works Supervisor during departmental hours (7:30 am – 3:30 pm)** prior to the program's beginning date of March \_\_\_ for the 20\_\_ program period. Additional equipment or supplies will be provided through **Johnny McCluskey, Public Works Supervisor at (937) 837-1702**. Equipment provided to the group will be returned after the October collection, or if the Group decides to no longer participate in the program.
- n. Traffic control signs supplied by the Public Works Department will be placed by the Group during litter pick up operations.
- o. The Group shall place filled trash bags at their adopted roadway site for pick up and disposal. The Public Works Department will collect these bags after the litter pick up has taken place.
- p. The City agrees to accomplish the following:
  - 1. Place permanent signs at each Road to identify Group/Program.
  - 2. Provide safety vests, trash bags and traffic control signs.
  - 3. Conduct safety training for each Group.
  - 4. Remove the filled trash bags on a work day as soon as possible after the litter pick up.
  - 5. Remove litter from the adopted section only under unusual circumstances, i.e., to remove large, heavy or hazardous items.

- q. The Group shall understand that their application to participate in the Adopt-A-Road Program shall be denied if the Group discriminates on the basis of race, sex, age, religion, color, national origin or disability. Program participants must perform litter collections monthly from March \_\_\_\_ through October \_\_\_\_ of the program year or they may be subject to exclusion from the program.
- r. The Group shall take full responsibility for instructing all participants as to the provisions of this Agreement and the necessary safety precautions. The original signed Agreement shall be retained by the Public Works Department and a copy of this Agreement shall be in the possession of the Group at all times and shall be shown, upon request, to any employee of the Public Works Department and/or the Trotwood Police Department.
- s. The City reserves the right to modify these terms and conditions at any time without notice or cancel the program at any time without notice.

The City recognizes the Group as the adopting organization for the section of roadway named below:

---

The Group accepts the responsibility of picking up litter on this section of road and promoting a litter-free environment in the community for the period below:

Beginning in March \_\_\_\_, 20\_\_ and ending October \_\_\_\_, 20\_\_

**These terms stipulated in this Agreement shall be adhered to by the parties and their representatives as indicated by the signatures below:**

**FOR THE GROUP:**

---

Name of Group

---

Group Adopt-A-Road Chairperson

---

Authorized Signature for the Group

---

Date

---

Street Address, City, State and Zip Code

---

Daytime Phone Number

---

Evening Phone Number

**FOR THE CITY:**

---

Supervisor, Public Works Department

---

Date