



## MEMORANDUM

---

**MEETING TYPE:** Board of County Commissioners  
**MEETING DATE:** June 11, 2024  
**ITEM NAME:** Adopt-a-Roadway Resolution Packet Materials  
**SUBMITTED BY:** Robert Gilbert, Management Fellow  
**SUMMARY:** Huerfano County wants to develop a formal process for adopting a roadway or participating in a one-time clean-up in an effort to mitigate waste that collects along roadways due to a variety of causes while also ensuring that volunteer participants are protected as best as is reasonably possible during a clean-up event.

**RECOMMENDATION:** Recommend the BOCC accept the Adopt-a-Roadway resolution and packet materials as presented or with any necessary modifications, and adopt the resolution to go into effect immediately.

**BACKGROUND:** This resolution and packet have appeared before the Board previously and undergone the suggested revisions. In this latest version, the key changes are in Adopt-a-Roadway and One-Time Clean-Up Procedures 2, 5-7, 12-13, and 15 with small changes throughout in the Cleanup & Safety Procedures section on both documents. Please note that the safety videos link through CDOT has been tested in the Master files and works, but may not work through the Municode Meeting Packet for today's meeting.

**BOARD ACTION TAKEN:**

APPROVED

DENIED

OTHER

SIGNATURE OF THE CHAIR: \_\_\_\_\_

NOTES:

**RESOLUTION NO. 24-23**

**THE BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO**

**A RESOLUTION ESTABLISHING AN ADOPT-A-ROADWAY PROGRAM**

WHEREAS, the Board of County Commissioners of Huerfano County, Colorado (“Board”), owns and maintains a system of county roads within Huerfano County; and

WHEREAS, the Board wishes to keep these County Roads litter free and scenic for the enjoyment of residents and travelers in Huerfano County; and,

WHEREAS, residents of Huerfano County have requested to assist in keeping County Roads free of litter and debris; and,

WHEREAS, the Board wishes to educate volunteers of the risks in working along County Roads; and

WHEREAS, the Board seeks to acknowledge the efforts of volunteers with signage at each end of the clean-up area; and

WHEREAS, the Board desires to create this program to allow County staff to quickly and effectively support volunteer efforts and promote the good works of said volunteers.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Huerfano County, Colorado that the Adopt-A-Roadway program is hereby created and that the policy and procedures attached as Exhibit “A” are hereby approved. The Road and Bridge Superintendent is hereby authorized to make changes to the program within the annual county budget and based upon the changing needs of the County, subject to review and approval by the County Administrator.

INTRODUCED, READ, APPROVED AND ADOPTED on this 11<sup>th</sup> day of JUNE 2024.



ATTEST:

\_\_\_\_\_  
County Clerk and Recorder and  
Ex-Officio Clerk to said Board

BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO

BY \_\_\_\_\_  
John Galusha, Chairman

\_\_\_\_\_  
Arica Andreatta, Commissioner

\_\_\_\_\_  
Karl Sporleder, Commissioner

**HUERFANO COUNTY ROAD & BRIDGE**  
**ADOPT – A – ROADWAY PROGRAM**  
**APPLICATION and HOLD HARMLESS AGREEMENT**

Page 1



---

**Organization Information**

Name as it would appear on sign: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

---

**Adoption Information**

Name and Number of Road: \_\_\_\_\_

Location - From: \_\_\_\_\_ To: \_\_\_\_\_

Approximate Mileage: \_\_\_\_\_

---

**Applicant Statement**

I have read and agree to the policies and procedures for the Huerfano County Road and Bridge Adopt-A-Roadway Program. I understand that the Huerfano County reserves the right to modify the scope of the adoption if, in the opinion of the County, the adopting organization's size is inconsistent with the highway section as identified above. I realize that working on this project may involve risks and hazards, including risk of injury to me. I am aware of the risks inherent in participating and do hereby assume sole responsibility for all such risks that could result in such injury and waive all claims against Huerfano County Road and their respective agents, representatives, officers, employees, successors, assigns and insurers.

By signing this application and agreement, the undersigned agrees and acknowledges that they have the legal authority to apply for the individual or organization to participate in this program.

**Applicant's Signature & Title** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

**Approval**

\_\_\_\_\_  
Dustin Hribar, Superintendent  
Huerfano County Road & Bridge Department  
1038 Russell Street  
Walsenburg, CO 81089  
719-738-2420

Date: \_\_\_\_\_



**HUERFANO COUNTY ROAD & BRIDGE  
ADOPT – A – ROADWAY PROGRAM  
APPLICANT ACKNOWLEDGEMENT OF POLICIES & PROCEDURES**

**Policy:** It is the policy of Huerfano County to permit individuals and/or organizations to assist in maintaining the roadways located within the County by periodically removing litter and rubbish through the Huerfano County Adopt-a-Road Litter Control Program. The County recognizes that this is a valuable service rendered to the County and its Citizens by volunteer individuals and/or organizations and that the volunteers should be honored for this service. Individuals and/or organizations are also permitted to perform one-time cleanup operations rather than committing to a road adoption, subject to the One-Time Clean-Up Procedures.

**Adopt-a-Roadway Procedures:**

1. **Initial:** \_\_\_\_ Each participant will be required to sign a “Volunteer Waiver Form” that your organization will be required to keep on file in case an incident occurs.
2. **Initial:** \_\_\_\_ Part of the Volunteer Waiver Form consists of all participants viewing the Safety First and Methamphetamine Lab Waste Videos through CDOT. These are 7-minute videos explaining the hazards that may be found alongside roadways. The videos can be viewed by web access at: <https://www.codot.gov/programs/adopt-a-highway/videos>
3. **Initial:** \_\_\_\_ The adopting organization will commit to a one-year period of adoption with an automatic annual renewal unless either the County or the adoptee choose to terminate the adoption. Road adoptability is subject to the following criteria and availability.
  - a. A section of roadway is preferred between road intersections or a logical ending point with a minimum length of one (1) mile, pursuant to the length of the road.
  - b. The adopting organization must notify the Huerfano County Road and Bridge department once they decide to terminate their commitment and return any supplies provided.
  - c. While an adopting organization may request to adopt a particular road segment, availability may be limited, and Huerfano County may need to assign a road segment other than the one requested.
4. **Initial:** \_\_\_\_ During the one-year commitment, the adopting organization will remove trash from the designated roadway a minimum of two times a year. This will occur between the first weekends of April through mid-October, weather permitting. Program activities will be between the hours of one hour after sunrise to one hour before sunset and not during inclement weather. Weekends are preferred but cleanups are scheduled by the group leader. We require that you notify the Road and Bridge department of your scheduled clean-up date at least two weeks in advance.
5. **Initial:** \_\_\_\_ Participants are required to wear both high-visibility vests and work gloves (leather strongly encouraged). Work gloves will not be provided.
6. **Initial:** \_\_\_\_ Huerfano County Road & Bridge will provide high-visibility vests and grabber sticks, and may provide other resources. Participants may wear their own high-visibility vests if deemed appropriate by the Road & Bridge Superintendent.
7. **Initial:** \_\_\_\_ Huerfano County Road & Bridge will provide orange or other brightly-colored trash bags through CDOT if available and independently otherwise.



## HUERFANO COUNTY ROAD & BRIDGE ADOPT – A – ROADWAY PROGRAM

### APPLICANT ACKNOWLEDGEMENT OF POLICIES & PROCEDURES

8. **Initial:** \_\_\_\_ Huerfano County Road and Bridge will dispose of the collected waste once the accomplishment form has been received or the cleanup is reported complete.
9. **Initial:** \_\_\_\_ The Huerfano County Road and Bridge department will install a standard information sign at each segment of the adopted roadway acknowledging the adopting organization. Phone numbers or URLs are not allowed on the signs. The signs will remain in place during the adoption period. Signs will be replaced once if they are stolen or vandalized.
10. **Initial:** \_\_\_\_ Roadside activity signage will be posted by Huerfano County Road & Bridge when a clean-up event is planned that will include messaging for how to get involved with the Adopt-a-Roadway & One-Time Clean-Up programs.
11. **Initial:** \_\_\_\_ Huerfano County Road & Bridge will honor any clearly-marked separation of recyclable materials from waste items by Litter Control Program participant(s) and ensure their proper handling.
12. **Initial:** \_\_\_\_ It is up to event organizers to plan restroom facilities for participants; however, for large clean-up events of more than 20 people and planned to take longer than 3 hours, or in remote locations, the County may help arrange for portable facilities. The Road & Bridge Superintendent has the authority to modify these provisions.
13. **Initial:** \_\_\_\_ Event organizers are required to provide water to participants.
14. **Initial:** \_\_\_\_ In the event that the organization or individual fails to actively maintain the designated area, the sponsoring individual or organization will be billed for the cost incurred in installing the recognition sign(s), and the sign(s) will be removed. The volunteer will be notified prior to the removal of the sign.
15. **Initial:** \_\_\_\_ Litter Control Program participants must be aware of the potential dangers involved while participating in this program which is to be performed and take full responsibility for any injury that could occur while working along the roadway. The possible dangers while participating in this program while on County Roadways may include, but are not limited to: high-speed traffic, potentially noxious plants, broken glass, hazardous materials, sharp metal, and potentially harmful wildlife such as snakes, skunks, and venomous insects that may be concealed by waste or debris.
16. **Initial:** \_\_\_\_ Participants agree to restrict clean-up activities to the area of right-of-way off the traveled portion of the roadway. Organizations further agree while performing activities on right-of-way, the method, manner, and appearance of the participants will not in any way distract, disrupt, or adversely affect traffic. Participants may not display messages, carry banners, or advertise their business affiliation or cause.
17. **Initial:** \_\_\_\_ The Litter Control Program is open to any individual, group, or family. Huerfano County reserves the right to use its discretion in selecting adopting organizations.
18. **Initial:** \_\_\_\_ Participants must be 13 years old and up. Any group with members between 13-17 years old must be supervised by an adult (18 years and older.) At least one adult is required for every 8 participants between 13-17 years of age. Any requested age waivers will be handled on a case-by-case basis.
19. **Initial:** \_\_\_\_ A designated Contact Person is required for each organization to serve as the liaison with the Huerfano County Litter Control Program. The Contact Person is the



## HUERFANO COUNTY ROAD & BRIDGE ADOPT – A – ROADWAY PROGRAM

### APPLICANT ACKNOWLEDGEMENT OF POLICIES & PROCEDURES

responsible party who is signing the application, scheduling clean-ups, submitting all forms, and ensuring compliance with the Cleanup and Safety Procedures. The Contact Person will submit the required Accomplishment Form to the Road and Bridge department for every completed clean-up, and organizations will set filled bags safely along the side of the road for collection by the County and bags with recyclable materials will be clearly marked.

20. **Initial:** \_\_\_\_\_ The designated Contact Person will designate a Team Leader that will be assigned to every scheduled cleanup event and the Team Leader will be responsible for ensuring that participants on their team comply with the Cleanup and Safety Procedures, including wearing proper footwear (as defined in the Cleanup and Safety Procedures).
21. **Initial:** \_\_\_\_\_ The Team Leader will be responsible for both going over the Cleanup and Safety Procedures before every clean-up operation with all crew members and ensuring that crew members sign off to acknowledge they have received this safety talk.
22. **Initial:** \_\_\_\_\_ Completion and submission of an Accomplishment Form are required after each completed cleanup. This assists County staff in monitoring the success of the program. The completion and submission of an Accomplishment Form is also required at the end of the one-year adoption period to inform the Road and Bridge department if your organization wishes to continue with the adoption or terminate the agreement at the end of the adoption period.

### Cleanup and Safety Procedures

*Cleanup and Safety Procedures MUST be reviewed with the entire group prior to every cleanup.*

**1. Initial:** \_\_\_\_\_ **Participants should meet at a designated area prior to your scheduled cleanup to review cleanup and safety procedures.**

- a. Team Leaders are responsible for ensuring compliance with Cleanup and Safety Procedures.
- b. In addition, they are responsible for reporting hazardous materials to the Contact Person.

**2. Initial:** \_\_\_\_\_ **For health and safety reasons, volunteers should dress properly and wear sunscreen.**

- a. Clothing should include: Hats or caps, gloves, long-sleeved shirts, leather boots or sturdy shoes.
- b. Clothing should be light or brightly colored to increase visibility to motorists.
- c. Reflective vests must be worn.

**3. Initial:** \_\_\_\_\_ **Stay off Roadway wherever possible.**

- a. All participants should be off the pavement and in the shoulder area for maximum safety when working.
- b. Divide into two groups to patrol both sides of the road at one time and minimize crossing the roadway.

**4. Initial:** \_\_\_\_\_ **Groups with members aged 13 to 17 years old:**

- a. All participants must be 13 years or older.
- b. Any participants 12-17 years of age must be supervised by someone 18 years or older.

**5. Initial:** \_\_\_\_\_ **Leave your pets at home.**



**HUERFANO COUNTY ROAD & BRIDGE  
ADOPT – A – ROADWAY PROGRAM  
APPLICANT ACKNOWLEDGEMENT OF POLICIES & PROCEDURES**

- 6. Initial: \_\_\_\_\_ Park vehicles away from area to be cleaned.**
- a. Vehicles parked along the roadside in the cleanup area can cause participants to walk into the roadway, creating a dangerous situation. Park as far off the road as possible.
  - b. Carpooling is an effective way to reduce the number of vehicles at the site, as well as conserve energy and minimize pollution.
- 7. Initial: \_\_\_\_\_ Observe all Pedestrian Laws and Safety Practices.**
- a. This includes, but is not limited to, facing oncoming traffic when walking along shoulders, looking both directions before crossing, crossing at corners when possible, etc.
  - b. Stay away from construction sites, county maintenance activities, bridges, ramps, and intersections.
  - c. Cleanup activities should be performed off the roadway only. Do not perform cleanup activities in the roadway itself.
  - d. Appoint a spotter to observe traffic conditions when near the roadway.
- 8. Initial: \_\_\_\_\_ Keep filled litter bags off of the roadway.**
- a. This keeps the traveled way clear for motorists and safer for pedestrians.
  - b. Put all recyclables (aluminum, steel, glass, etc.) into a separate bag marked with an “R”  
Recyclables do not have to be further separated.
  - c. Large items such as tires, lumber or other items that will not fit into the plastic litter bags should be placed alongside of the road. Please do not put these items on the road surface.
- 9. Initial: \_\_\_\_\_ Notify the Sheriff’s Department Immediately in Case of Emergency.**
- a. Dial 911 if any emergency arises.
- 10. Initial: \_\_\_\_\_ Please Be Courteous to Drivers.**
- a. Being discourteous to drivers only creates more problems and can endanger others.
  - b. Never distract motorists with horseplay or abrupt, erratic movements.
  - c. If a situation arises where a motorist is creating problems for participants, notify the sheriff’s department immediately. **Do not take the law into your own hands.**
- 11. Initial: \_\_\_\_\_ Dress appropriately for the weather and take necessary precautions.**
- a. Clothing, liquids, and protection from the elements are all vital for a safe and healthy day.
  - b. Wearing gloves is required.
- 12. Initial: \_\_\_\_\_ Large groups should be divided into teams of 12 or fewer.**
- a. Each team must have a designated Team Leader.
- 13. Initial: \_\_\_\_\_ Litter pickup may be performed only during daylight hours and in good weather conditions.**
- a. Avoid peak traffic hours and abandon the cleanup if the weather turns inclement during your scheduled clean-up event and reschedule.
- 14. Initial: \_\_\_\_\_ Alcoholic Beverages and Drugs Are Prohibited at ALL Times.**
- 15. Initial: \_\_\_\_\_ Participants should avoid potentially dangerous or hazardous materials as well as any objects found in the right-of-way that appear to be of questionable nature.**
- a. Such items include dead batteries, animal carcasses, syringes, discarded condoms and any containers with unknown substances.
  - b. Team Leaders should report these items to the Contact Person. The Huerfano County Road and Bridge department should be notified of the location and county personnel will remove the substance or items.



**HUERFANO COUNTY ROAD & BRIDGE  
ADOPT – A – ROADWAY PROGRAM  
Waiver and Release Agreement**



*This is a release of liability, please read carefully before signing*

In order for me or my child to participate as a volunteer in Huerfano County's Adopt-A-Roadway Program, through the Huerfano County Road and Bridge Department, and after due consideration of my or my child's age, health, physical condition, and ability, and the inherent risks and personal risks involved in this activity, I voluntarily agree to assume all risks of loss that arise out of my or my child's participation and agree to waive any and all claims against Huerfano County and the other parties described below.

I hereby release, and agree to indemnify and hold harmless Huerfano County, the Board of County Commissioners and any of their respective employees, agents, officers, representatives, successors, assigns and insurers from liability for any injury, loss or damage to my person or my child, or property, whether anticipated or unanticipated, resulting from my participation in any activities contemplated by this Agreement.

I realize that working on this program may involve risks and hazards, including the risk of injury, to my child or me. I am aware of the risks and hazards inherent in my or my child's participation and do hereby assume sole responsibility for all such risks and waive all claims against Huerfano County and their respective agents, representatives, officers, employees, successors, assigns and insurers.

I do hereby acknowledge that I have viewed the Methamphetamine web based video on the Colorado Department of Transportation's website.

I agree that my child or I will abide by the rules and regulations of Huerfano County while participating on this program. I hereby acknowledge that I have read, understood and voluntarily agreed to the foregoing waiver and release agreement.

Adopt-A-Roadway Applicant Name: \_\_\_\_\_

Print Adult's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age of Child: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature of Parent or Guardian if Volunteer is under 18 years of age*

Thank you for offering to Adopt-A-Roadway in Huerfano County! Volunteers like you play an important role in Huerfano County's programs and services and we are grateful for your interest!



**HUERFANO COUNTY ROAD & BRIDGE**  
**ADOPT-A-ROADWAY/ONE-TIME CLEAN-UP PROGRAM**  
**ACCOMPLISHMENT FORM**



*Accomplishment Forms must be submitted to the Road & Bridge Department after each scheduled clean-up via email, in office, or through the mail.*

**Please Provide the Following Information:**

Date of Cleanup: \_\_\_\_\_ 1st Cleanup \_ 2nd Cleanup \_

Adopt-A-Roadway/One-Time Sponsor: \_\_\_\_\_

County Road Assigned: \_\_\_\_\_

How Many Participants: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

How Many Bags of Trash Were Collected: \_\_\_\_\_

How Many Bags of Recyclable Items Were Collected: \_\_\_\_\_

During The Cleanup - Did Your Crew Locate Any Hazardous Materials Including Animal Carcasses or Large Items: \_\_\_ YES \_\_\_ NO

If Yes, Where Were These Hazardous Materials Located Along The Section Your Crew Cleaned, and What Were They?

---

---

**RETURN TO:**

Huerfano County Road & Bridge Department

1038 Russell Street

Walsenburg, CO 81089

719-738-2420

**HUERFANO COUNTY ROAD & BRIDGE  
ONE-TIME ROADWAY CLEAN-UP PROGRAM  
APPLICATION and HOLD HARMLESS AGREEMENT**

Page 1



---

**Organization/Individual Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

---

**Roadway Location Information**

Name and Number of Road: \_\_\_\_\_

Location - From: \_\_\_\_\_ To: \_\_\_\_\_

Approximate Mileage: \_\_\_\_\_

---

**Applicant Statement**

I have read and agree to the policies and procedures for the Huerfano County Road and Bridge One-Time Clean-Up Program. I understand that Huerfano County reserves the right to modify the scope of the Clean-Up. I realize that working on this project may involve risks and hazards, including risk of injury to me. I am aware of the risks inherent in participating and do hereby assume sole responsibility for all such risks that could result in such injury and waive all claims against Huerfano County and their respective agents, representatives, officers, employees, successors, assigns and insurers.

By signing this application and agreement, the undersigned agrees and acknowledges that they have the legal authority to apply for the individual or organization to participate in this program.

**Applicant's Signature & Title** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

**Approval**

\_\_\_\_\_  
Dustin Hribar, Superintendent  
Huerfano County Road & Bridge Department  
1038 Russell Street  
Walsenburg, CO 81089  
719-738-2420

Date: \_\_\_\_\_

**HUERFANO COUNTY ROAD & BRIDGE  
ONE-TIME CLEAN-UP PROGRAM  
APPLICANT ACKNOWLEDGEMENT OF POLICIES & PROCEDURES**

**Policy:** It is the policy of Huerfano County to permit individuals and/or organizations to assist in maintaining the roadways located within the County by periodically removing litter and rubbish through the Huerfano County Adopt-a-Road Litter Control Program. The County recognizes that this is a valuable service rendered to the County and its Citizens by volunteer individuals and/or organizations and that the volunteers should be honored for this service. Individuals and/or organizations are also permitted to perform one-time cleanup operations rather than committing to a road adoption, subject to the One-Time Clean-Up Procedures. **Initial:** \_\_\_\_\_

**One-Time Clean-Up Procedures:**

1. **Initial:** \_\_\_\_\_ Each participant will be required to sign a “Volunteer Waiver Form” that your organization will be required to keep on file in case an incident occurs.
2. **Initial:** \_\_\_\_\_ Part of the Volunteer Waiver Form consists of all participants viewing the Safety First and Methamphetamine Lab Waste Videos through CDOT. These are 7-minute videos explaining the hazards that may be found alongside roadways. The videos can be viewed by web access at: <https://www.codot.gov/programs/adopt-a-highway/videos>
3. **Initial:** \_\_\_\_\_ The volunteering entity will commit to a one-time clean-up of a County roadway. Roadways are subject to the following criteria and availability:
  - a) A section of roadway between road intersections or a logical ending point is preferred, with a minimum length of one (1) mile, pursuant to the length of the road.
  - b) The volunteering entity must notify the Huerfano County Road and Bridge department once they have completed their cleanup and return any supplies provided.
  - c) While a volunteering entity may request a particular road segment, availability may be limited, and Huerfano County may need to assign a road segment other than the one requested.
4. **Initial:** \_\_\_\_\_ The one-time clean-up commitment will occur between the first weekends of April through mid-October, weather permitting. Program activities will be between the hours of one hour after sunrise to one hour before sunset and not during inclement weather. Weekends are preferred but cleanups are scheduled by the volunteering entity. We require that you notify the Huerfano County Road and Bridge department of your scheduled clean-up date at least two weeks in advance.
5. **Initial:** \_\_\_\_\_ Roadside activity signage will be posted by Huerfano County Road & Bridge when a clean-up event is planned that will include messaging for how to get involved with the Adopt-a-Roadway & One-Time Clean-Up programs.
6. **Initial:** \_\_\_\_\_ Participants are required to wear both high-visibility vests and work gloves (leather strongly encouraged). Work gloves will not be provided.
7. **Initial:** \_\_\_\_\_ Huerfano County Road & Bridge will provide high-visibility vests and grabber sticks, and may provide other resources. Participants may wear their own high-visibility vests if deemed appropriate by the Road & Bridge Superintendent.
8. **Initial:** \_\_\_\_\_ Huerfano County Road & Bridge will provide orange or other brightly-colored trash bags through CDOT if available and independently otherwise.
9. **Initial:** \_\_\_\_\_ The Huerfano County Road and Bridge department will dispose of the filled waste bags once the Accomplishment Form has been received or the cleanup is completed and reported.

**HUERFANO COUNTY ROAD & BRIDGE  
ONE-TIME CLEAN-UP PROGRAM  
APPLICANT ACKNOWLEDGEMENT OF POLICIES & PROCEDURES**

9. **Initial:** \_\_\_\_ Huerfano County Road & Bridge will honor any clearly-marked separation of recyclable materials from waste items by Litter Control Program participant(s) and ensure their proper handling.
10. **Initial:** \_\_\_\_ It is up to event organizers to plan restroom facilities for participants; however, for large clean-up events of more than 20 people and planned to take longer than 3 hours, or in remote locations, the County may help arrange for portable facilities. The Road & Bridge Superintendent has the authority to modify these provisions.
11. **Initial:** \_\_\_\_ Event organizers are required to provide water to participants.
12. **Initial:** \_\_\_\_ Litter Control Program participants must be aware of the potential dangers involved while participating in this program which is to be performed and take full responsibility for any injury that could occur while working along the roadway. The possible dangers while participating in this program while on County Roadways may include, but are not limited to: high-speed traffic, potentially noxious plants, broken glass, hazardous materials, sharp metal, and potentially harmful wildlife such as snakes, skunks, and venomous insects that may be concealed by waste or debris.
13. **Initial:** \_\_\_\_ Participants agree to restrict clean-up activities to the area of right-of-way off the traveled portion of the roadway. Organizations further agree while performing activities on right-of-way, the method, manner, and appearance of the participants will not in any way distract, disrupt, or adversely affect traffic. Participants may not display messages, carry banners, or advertise their business affiliation or cause.
14. **Initial:** \_\_\_\_ The Litter Control Program is open to any individual, group, or family. Huerfano County reserves the right to use its discretion in selecting organizations.
15. **Initial:** \_\_\_\_ Participants must be 13 years old and up. Any group with members between 13-17 years old must be supervised by an adult (18 years and older.) At least one adult is required for every 8 participants between 13-17 years of age. Any requested age waivers will be reviewed on a case-by-case basis.
16. **Initial:** \_\_\_\_ Completion and submission of an Accomplishment Form are required after each completed cleanup. This assists County staff in monitoring the success of the program. The completion and submission of an Accomplishment Form is also required at the end of the one-year adoption period to inform the Road and Bridge department if your organization wishes to continue with the adoption or terminate the agreement at the end of the adoption period.

**Individual:**

1. **Initial:** \_\_\_\_ Individual volunteer(s) who are not represented by a group or entity that has completed the application process and wish to perform a One-Time Clean-Up are required to provide an Emergency Contact to Huerfano County with their application.
2. **Initial:** \_\_\_\_ The applicant is required to read and initial the Cleanup and Safety Procedures and comply with the same during their scheduled One-Time Clean-Up.

**Group/Organization:**

1. **Initial:** \_\_\_\_ Each participant will be required to sign a “Volunteer Waiver Form” that your organization will be required to keep on file in case an incident occurs.

**HUERFANO COUNTY ROAD & BRIDGE  
ONE-TIME CLEAN-UP PROGRAM  
APPLICANT ACKNOWLEDGEMENT OF POLICIES & PROCEDURES**

2. **Initial:** \_\_\_\_ A designated Contact Person is required for each organization to serve as the liaison with the Huerfano County Litter Control Program. The Contact Person is the responsible party who is signing the application, scheduling the One-Time Clean-Up, submitting all forms, and ensuring compliance with the Cleanup and Safety Procedures. The Contact Person will submit the required Accomplishment Form to the Road and Bridge department after the completed Clean-Up, and organizations will set filled bags safely along the side of the road for collection by the County and bags with recyclable materials will be clearly marked.
3. **Initial:** \_\_\_\_ The Contact Person will designate a Team Leader that will be assigned to every scheduled cleanup event and the Team Leader will be responsible for ensuring that participants on their team comply with the Cleanup and Safety Procedures, including wearing proper footwear (as defined in the Cleanup and Safety Procedures), and with Huerfano County Litter Control Program Procedures.
4. **Initial:** \_\_\_\_ The Team Leader will be responsible for both going over the Cleanup and Safety Procedures before the scheduled clean-up operation with all crew members and ensuring that crew members sign off to acknowledge they have received this safety talk.

**Cleanup and Safety Procedures**

*Cleanup and Safety Procedures MUST be reviewed with the entire group prior to every cleanup.*

1. **Initial:** \_\_\_\_ **Participants should meet at a designated area prior to your scheduled cleanup to review Cleanup and Safety Procedures.**
  - a. Team Leaders are responsible for ensuring compliance with Cleanup and Safety Procedures.
  - b. In addition, they are responsible for reporting hazardous materials to the Contact Person.
2. **Initial:** \_\_\_\_ **For health and safety reasons, volunteers should dress properly and wear sunscreen.**
  - a. Clothing should include: Hats or caps, gloves, long-sleeved shirts, leather boots or sturdy shoes.
  - b. Clothing should be light or brightly colored to increase visibility to motorists.
  - c. Reflective vests must be worn.
3. **Initial:** \_\_\_\_ **Stay off Roadway wherever possible.**
  - a. All participants should be off the pavement and in the shoulder area for maximum safety when working.
  - b. Divide into two groups to patrol both sides of the road at one time and minimize crossing the roadway.
4. **Initial:** \_\_\_\_ **Groups with members aged 13 to 17 years old:**
  - a. All participants must be 13 years or older.
  - b. Any participants 12-17 years of age must be supervised by someone 18 years or older.
5. **Initial:** \_\_\_\_ **Leave your pets at home.**
6. **Initial:** \_\_\_\_ **Park vehicles away from area to be cleaned.**

**HUERFANO COUNTY ROAD & BRIDGE  
ONE-TIME CLEAN-UP PROGRAM  
APPLICANT ACKNOWLEDGEMENT OF POLICIES & PROCEDURES**

- a. Vehicles parked along the roadside in the cleanup area can cause participants to walk into the roadway, creating a dangerous situation. Park as far off the road as possible.
- b. Carpooling is an effective way to reduce the number of vehicles at the site, as well as conserve energy and minimize pollution.

**7. Initial: \_\_\_\_\_ Observe all Pedestrian Laws and Safety Practices.**

- a. This includes, but is not limited to, facing oncoming traffic when walking along shoulders, looking both directions before crossing, crossing at corners when possible, etc.
- b. Stay away from construction sites, county maintenance activities, bridges, ramps, and intersections.
- c. Cleanup activities should be performed off the roadway only. Do not perform cleanup activities in the roadway itself.
- d. Appoint a spotter to observe traffic conditions when near the roadway.

**8. Initial: \_\_\_\_\_ Keep filled litter bags off of the roadway.**

- a. This keeps the traveled way clear for motorists and safer for pedestrians.
- b. Put all recyclables (aluminum, steel, glass, etc.) into a separate bag marked with an “R” Recyclables do not have to be further separated.
- c. Large items such as tires, lumber or other items that will not fit into the plastic litter bags should be placed alongside of the road. Please do not put these items on the road surface.

**9. Initial: \_\_\_\_\_ Notify the Sheriff’s Department Immediately in Case of Emergency.**

- a. Dial 911 if any emergency arises.

**10. Initial: \_\_\_\_\_ Please Be Courteous to Drivers.**

- a. Being discourteous to drivers only creates more problems and can endanger others.
- b. Never distract motorists with horseplay or abrupt, erratic movements.
- c. If a situation arises where a motorist is creating problems for participants, notify the sheriff’s department immediately. **Do not take the law into your own hands.**

**11. Initial: \_\_\_\_\_ Dress appropriately for the weather and take necessary precautions.**

- a. Clothing, liquids, and protection from the elements are all vital for a safe and healthy day.
- b. Wearing gloves is required.

**12. Initial: \_\_\_\_\_ Large groups should be divided into teams of 12 or fewer.**

- a. Each team must have a designated Team Leader.

**13. Initial: \_\_\_\_\_ Litter pickup may be performed only during daylight hours and in good weather conditions.**

- a. Avoid peak traffic hours and abandon the cleanup if the weather turns inclement during your scheduled clean-up event and reschedule.

**14. Initial: \_\_\_\_\_ Alcoholic Beverages and Drugs Are Prohibited at ALL Times.**

**15. Initial: \_\_\_\_\_ Participants should avoid potentially dangers or hazardous materials as well as any objects found in the right-of-way that appears to be of questionable nature.**

- a. Such items include dead batteries, animal carcasses, syringes, discarded condoms and any containers with unknown substances.
- b. Team Leaders should report these items to the Contact Person. The Huerfano County Road and Bridge department should be notified of the location and County personnel will remove the substance or items.

**HUERFANO COUNTY ROAD & BRIDGE  
ADOPT – A – ROADWAY PROGRAM  
Waiver and Release Agreement**



*This is a release of liability, please read carefully before signing*

In order for me or my child to participate as a volunteer in Huerfano County's Adopt-A-Roadway One-Time Clean-Up Program, through the Huerfano County Road and Bridge Department, and after due consideration of my or my child's age, health, physical condition, and ability, and the inherent risks and personal risks involved in this activity, I voluntarily agree to assume all risks of loss that arise out of my or my child's participation and agree to waive any and all claims against Huerfano County and the other parties described below.

I hereby release, and agree to indemnify and hold harmless Huerfano County, the Board of County Commissioners and any of their respective employees, agents, officers, representatives, successors, assigns and insurers from liability for any injury, loss or damage to my person or my child, or property, whether anticipated or unanticipated, resulting from my participation in any activities contemplated by this Agreement.

I realize that working on this program may involve risks and hazards, including the risk of injury, to my child or me. I am aware of the risks and hazards inherent in my or my child's participation and do hereby assume sole responsibility for all such risks and waive all claims against Huerfano County and their respective agents, representatives, officers, employees, successors, assigns and insurers.

I do hereby acknowledge that I have viewed the Methamphetamine web based video on the Colorado Department of Transportation's website.

I agree that my child or I will abide by the rules and regulations of Huerfano County while participating on this program. I hereby acknowledge that I have read, understood and voluntarily agreed to the foregoing waiver and release agreement.

Adopt-A-Roadway Applicant Name: \_\_\_\_\_

Print Adult's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age of Child: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature of Parent or Guardian if Volunteer is under 18 years of age*

Thank you for offering to Adopt-A-Roadway in Huerfano County! Volunteers like you play an important role in Huerfano County's programs and services and we are grateful for your interest!



**HUERFANO COUNTY ROAD & BRIDGE**  
**ADOPT-A-ROADWAY/ONE-TIME CLEAN-UP PROGRAM**  
**ACCOMPLISHMENT FORM**



*Accomplishment Forms must be submitted to the Road & Bridge Department after each scheduled clean-up via email, in office, or through the mail.*

**Please Provide the Following Information:**

Date of Cleanup: \_\_\_\_\_ 1st Cleanup \_ 2nd Cleanup \_

Adopt-A-Roadway/One-Time Sponsor: \_\_\_\_\_

County Road Assigned: \_\_\_\_\_

How Many Participants: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

How Many Bags of Trash Were Collected: \_\_\_\_\_

How Many Bags of Recyclable Items Were Collected: \_\_\_\_\_

During The Cleanup - Did Your Crew Locate Any Hazardous Materials Including Animal Carcasses or Large Items: \_\_\_ YES \_\_\_ NO

If Yes, Where Were These Hazardous Materials Located Along The Section Your Crew Cleaned, and What Were They?

---

---

**RETURN TO:**

Huerfano County Road & Bridge Department

1038 Russell Street

Walsenburg, CO 81089

719-738-2420