ADOPT-A-HIGHWAY

CALTRANS ADOPT-A-HIGHWAY PROGRAM

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Information and Application

Caltrans

Adopt-A-Highway

The Caltrans Adopt-A-Highway Program provides an avenue for individuals, organizations, or businesses to help maintain sections of roadside within California's State Highway System. In addition to the aesthetic benefits of cleaner and more beautiful roadsides, participants help to prevent potential pollutants from entering our waterways and save California taxpayers millions of dollars every year.

The Adopt-A-Highway Program provides a great opportunity to promote civic responsibility, community pride, and camaraderie within organizations. And, even though the Adopt-A-Highway Program may not be used as a forum for advertising or public discourse, Adopt-A-Highway courtesy signs provide prominent recognition for its participants.

Caltrans Adopt-A-Highway Program

What Kind of Adoption Opportunities Are Available?

Participation can include one or more of the following activities.

- Removing litter on a two-mile stretch of roadside (frequency varies with location).
- Planting and establishing five acres of seedling trees and/or shrubs according to an approved plan.
- Planting and establishing three acres of wildflowers according to an approved plan.
- Planting and establishing a small area of wildflowers, called a "spot" wildflower adoption, according to an approved plan. (Note: Spot wildflower adopters do not qualify for Adopt-A-Highway signs.)

- Removing graffiti as needed from one or more highway structures.
- Controlling weeds on five acres of right-of-way according to an approved plan.

How Much Does It Cost?

A volunteer group that performs litter removal and uses a standard recognition panel on their Adopt-A-Highway sign will incur no costs.

However, certain supplies needed for other adoption types, such as plants, tools, or paints, are usually purchased by the adopting group.

Caltrans will supply the following items *free* of charge:

- An Adopt-A-Highway Encroachment Permit.
- The manufacture and installation of Adopt-A-Highway signs and standard recognition panels.
- A safety orientation for group safety leaders.
- Safety gear for volunteer participants (hard hats, vests, gloves, safety glasses, and litter pickers) and safety-training materials for group use.
- Adopt-A-Highway litter bags.
- Collection and disposal of filled Adopt-A-Highway litter bags and other debris cleared from the adoption site.

Who Can Participate?

- Individuals
- Organizations
- Businesses
- City, county, state, and federal agencies

You may do the work with your own people or hire a contractor to perform the work on your behalf.

Depending on the adoption site and subject to Caltrans approval, minors, aged 16 and older, may participate. Groups including minors must have at least one adult supervisor over the age of 21 at the site for every five minors present.

How Long Do Adoptions Last?

Adopt-A-Highway Encroachment Permits are issued for a period of two years. You may reapply for additional two-year permits, provided that you (or your contractor) have satisfactorily met the terms of the existing permit and the site remains suitable for adoption. You cannot transfer your encroachment permit to another organization.

How Do I Adopt a Highway?

- Decide on the general location and type of adoption you want.
- Discuss the location and project with your local Caltrans Adopt-A-Highway Coordinator. (Contact information is provided on page 6 of this brochure.)
- Submit a completed Adopt-A-Highway Permit Application to your coordinator.
  - If you are hiring a contractor, they must submit a separate permit application.
  - If your adoption includes planting or vegetation control, you will be required to submit work plans and schedules along with your application. (Upon request, Caltrans can provide limited, technical assistance to help you prepare these documents.)
- Obtain approval of your recognition panel's wording and design from your coordinator.
- Wait for your Adopt-A-Highway Encroachment Permit (signaling your acceptance into the program) to arrive in the mail. This may take several weeks.
- Make sure that you understand and can conform to all of the provisions listed in your Adopt-A-Highway Encroachment Permit Special Provisions BEFORE beginning work.

What if the Section I Want Is Already Adopted?

When an existing adopter gives up a site, it is offered to the first group on the waiting list.

You must submit an Adopt-A-Highway Permit Application to be placed on the waiting list. Your name can be put on a waiting list for one or more sites and will be ranked according the date your completed application was received.

Please be aware that it could take many years to cycle through a waiting list. If there is a long waiting list for the area you want, you may wish to consider participating in another type of adoption for that highway section, or consider adopting in another location.

Adopt-A-Highway Signs

Caltrans will place Adopt-A-Highway signs at your adopted section in recognition of your contribution to the program. Specifications for the sign's wording, size, color, type style, placement, and any subsequent modifications shall be solely determined and approved by Caltrans.

Signs for one adopter can be no closer than four miles apart.

Each sign includes a standard recognition panel with your group's name displayed in black letters on a white background.

Subject to Caltrans approval, your logo can be added to the standard recognition panel. There is no charge for installation of the logo, however groups must obtain the logo at their own cost.

Subject to Caltrans approval, adopters may provide (at their own cost) a recognition panel displaying their logo and/or colored, stylized lettering. There is no charge for installation of custom panels.

Recognition Panel Design Restrictions

Although there is advertising value inherent in Adopt-A-Highway signs, they are not intended to be an advertising medium. The purpose of the sign is to recognize who is providing the adoption service, not what they do or where they are located. Therefore, no product names, slogans, phone or FAX numbers, e-mail or Internet addresses, ham radio IDs, or directions are permitted on recognition panels.

Internet Address Exception

Entities that operate exclusively on the Internet and whose legal business or organizational name is the same as their web address' domain name, may be permitted to display their domain name on their recognition panel. Such businesses will need to submit a copy of their business license or articles of incorporation along with their Adopt-A-Highway Permit Application to verify the business/domain name. Fictitious business name statements cannot be used for business name verification.

Community Name Exception

A community name may be displayed under the adopter's name if needed to distinguish one business or organization from another same-named business or organization.

Using Color on Panels

Custom panels are subject to the following color restrictions:

- The panel's background color must be at least 50% white.
- The use of red, orange, or yellow colors, or any combination thereof, shall not exceed 30% of the entire panel area.
- Fluorescent, neon, reflective, or dayglow colors are prohibited.

For More Information

A complete copy of *Adopt-A-Highway Sign Restrictions and Controls* can be downloaded from the Adopt-A-Highway web site:

http://adopt-a-highway.dot.ca.gov/

What Is an Encroachment Permit?

Your Encroachment Permit and Adopt-A-Highway Special Provisions are your contract with Caltrans. The permit authorizes you to perform specific tasks on a designated section of the State's right-of-way for a two-year period. The permit also includes safety measures that must be adhered to by your group.

Cancelling Permits

Violation of any of the provisions of your permit could result in its cancellation. You, or Caltrans, may cancel the permit anytime you are unable to meet the permit requirements.

Caltrans may temporarily suspend permits for safety reasons, such as construction in your adopted area.

Multiple Permits

Multiple adoptions by the same group are permitted in most areas. However, groups may be asked to relinquish a multiple section when the adoption period ends if another group has been placed on a waiting list for it.

How Does Caltrans Choose Adoption Sites?

Any roadside within California's State Highway System has the potential for being adopted. Caltrans personnel carefully review sites in order to determine whether or not they are suitable. Typical questions asked during a review are:

- Does the area meet the Adopt-A-Highway Program's minimum mileage/acreage requirements?
- Has construction been planned for the location?
- Is maintenance of the area being performed by another agency?
- Is there safe access to and from the site?
- What are the working conditions at the site?
- What work frequency will be required?
- Will the use of motorized equipment be required to accomplish the maintenance task?

Once a site is reviewed, it will be classified as suitable for adoption by volunteers, suitable for a contracted adoption, or not suitable for adoption.

What Is a Contracted Adoption?

Individuals, organizations, and businesses can adopt highway sections and have the adoption tasks performed by a professional business through contract or agreement. Adopt-A-Highway Program literature refers to all businesses hired by adopters as "contractors." The adoption itself is called a "contracted adoption."

Use of contractors is sometimes mandatory. For example, sites that require litter removal more than 12 times a year are usually contracted adoptions. And, generally only contractors are permitted to use motorized equipment on the State's right-of-way.

A contractor can be used for any adoption type. A contractor can be hired to perform all or only a portion of the adoption tasks.

Your local Adopt-A-Highway Coordinator can provide you with a list of contractors known to provide Adopt-A-Highway services in your area. New contractors will be considered, provided that they meet all of the Adopt-A-Highway Program's insurance and licensing requirements.

Safety Is Our Number One Concern

Participants must realize that they will be working in a potentially hazardous environment and must agree to diligently follow all safety requirements.

In addition to the Adopt-A-Highway Encroachment Permit Special Provisions, Caltrans provides volunteer adopters with several safety documents. The first is a video called, *Get Serious About Safety*. Part one of the video focuses on the special responsibilities of group leaders. Part two was developed for group leaders to show when giving safety training to their group members.

You will also receive two handouts along with your encroachment permit and special provisions. The *Safety Requirements for Participants* summarizes Adopt-A-Highway safety procedures and the *Bag It, Move It, or Leave It?* sheet provides instructions for handling found items. These are to be used when conducting safety reviews prior to each work event.

In addition, periodic safety bulletins will be mailed to volunteer groups advising of any current safety issues.

Caltrans waives insurance requirements for volunteer participants. However, all participants must agree to the terms set forth in special provisions item entitled either *Responsibility for Damage* or *Indemnification of State* (depending on when the permit was issued).

Sample copies of the special provisions and safety handouts can be downloaded from our web site.

Each Group Must Designate a Safety Leader

Unless otherwise notified, Caltrans considers the person who signed the Adopt-A-Highway Permit Application to be the group's designated safety leader.

Safety-Related Responsibilities

Once your encroachment permit is received, the safety leader must:

- Schedule a safety orientation with the Caltrans field representative identified on the encroachment permit.
- Complete the safety orientation within two weeks of the permit's start date.
  - Obtain safety equipment for all participants.
  - Obtain a copy of the *Get Serious About Safety* video.
- Provide initial safety training to all members of the group prior to working on the highway.
- Conduct brief safety reviews before the group goes out to work at the site.
- Hold an annual safety training session for all group members.
- Ensure that all group members comply with safety procedures.

Other Responsibilities

- Provide Caltrans with at least five days notice prior to each work event.
- Begin work within 30 calendar days of your permit's start date.
- Notify Caltrans if there is a change of group safety leader, address, or phone number.
- Notify Caltrans if you wish to cancel your adoption.
- Ensure that the tasks listed in your encroachment permit package are completed as scheduled.

For More Information, Contact Your Caltrans District Adopt-A-Highway Coordinator

DISTRICT NO. AND NAME	DISTRICT ADDRESS COUNTIES SERVED	PHONE*
1 Eureka	1656 Union St., Eureka, CA 95501 *Del Norte, Humboldt, Mendocino, Lake*	(707) 441-5761
2 Redding	P.O. Box 496073, MS-16, Redding, CA 96049-6073 *Siskiyou, Modoc, Trinity, Shasta, Lassen, Tehama, Plumas*	(530) 225-3277
3 Marysville	P.O. Box 911, Marysville, CA 95901 *Glenn, Butte, Sierra, Colusa, Sutter, Yuba, Nevada, Placer, Yolo, Sacramento, El Dorado*	(530) 741-4002
4 Oakland	P.O. Box 23660, Oakland, CA 94623-0660 *Marin, Sonoma, Napa, Solano, Contra Costa, Alameda, San Francisco, San Mateo, Santa Clara*	(510) 286-4433
5 San Luis Obispo	50 Higuera St., San Luis Obispo, CA 93401-5415 *Santa Cruz, San Benito, Monterey, San Luis Obispo, Santa Barbara*	(805) 542-4755
6 Fresno	1352 W. Olive Ave., Fresno, CA 93727 *Madera, Fresno, Kings, Tulare, Western Kern*	(559) 488-4022
7 Los Angeles	120 S. Spring St., Los Angeles, CA 90012 *Ventura, Los Angeles*	(213) 897-3871
8 San Bernardino	175 W. Cluster St., San Bernardino, CA 92408 *San Bernardino, Riverside*	(909) 383-4300
9 Bishop	500 South Main St., Bishop, CA 93514-3174 *Mono, Inyo, Eastern Kern*	(760) 872-0622
10 Stockton	P.O. Box 2048, Stockton, CA 95201-2048 *San Joaquin, Amador, Calaveras, Alpine, Stanislaus, Tuolumne, Merced, Mariposa*	(209) 948-7462
11 San Diego	P.O. Box 85406, San Diego, CA 92186-5406 *San Diego, Imperial*	(619) 688-3367
12 Santa Ana	3337 Michaelson Dr., Suite CN-380 Irvine, CA 92612-1699 *Orange*	(949) 724-2598

*You Can Call Toll Free: 1-866-ADOPTAHWY

Visit Us On The Web:
http://adopt-a-highway.dot.ca.gov

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ADOPT-A-HIGHWAY PERMIT APPLICATION

TR-0103 (REV. 6/2002)

PERMIT NO.

DIST/CO/RTE/PM

PERSONAL INFORMATION NOTICE: Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification to inspect all personal information in any record maintained on the individual by an identifying particular.

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 653-3657 or TDD (916) 654-3880 or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

FOR CALTRANS USE (Date Received)

PERMISSION IS REQUESTED TO ENCROACH ON THE STATE HIGHWAY RIGHT OF WAY AS FOLLOWS:

Please call 1-866-ADOPTAHWY for assistance in completing this form.

APPLICATION TYPE (Check One)

☐ New Adoption ☐ Adoption Renewal ☐ Waiting List Placement

ADOPTION TYPE

☐ Litter Removal

☐ Graffiti Removal

☐ Vegetation Control [1]

☐ Seedling Tree and Shrub Planting [1]

☐ Wildflower Planting and Vegetation Control [1]

☐ "Spot" Wildflower Planting [1] *("Spot" adoption participants receive no sign.)*

☐ Recognition Panel Replacement. (Contractors only. Panels must be approved by the Department.)

☐ Other, describe: _____

NOTE: Applications for new adoptions and adoption renewals will not be processed until required support documents have been received.

[1] Plans and schedules are required. If herbicides will be used, a Pest Control Recommendation is required and the applicator must submit proof of appropriate licensing or certification by the Department of Pesticide Regulation.

ADOPTION SITE LOCATION ***(Waiting list applicants: please enter desired locations on page 2.)***

COUNTY	ROUTE	POST MILE RANGE	DIRECTION(S) ☐ North Bound ☐ South Bound ☐ East Bound ☐ West Bound
BEGINNING POST MILE DESCRIPTION *(Landmark, cross street, etc.)*			END POSTMILE DESCRIPTION *(Landmark, cross street, etc.)*

APPLICANT INFORMATION

ORGANIZATION/BUSINESS NAME

DOUBLE PERMIT

☐ Check if applicant is a contractor. *(See reverse for insurance and license requirements.)*

PRIMARY CONTACT *(Unless otherwise notified, Caltrans assumes that the primary contact is the group's safety leader)*

TITLE

ADDRESS

CITY

STATE

ZIP CODE

PHONE NUMBER

ALTERNATE PHONE NUMBER

FAX

E-MAIL

ALTERNATE CONTACT *(Required)*

☐ Check if alternate contact is the group's safety leader.

ALTERNATE CONTACT'S PHONE NUMBER

WORK WILL BE PERFORMED BY

☐ Volunteers over the age of 18 ☐ Volunteers over the age of 16 ☐ Hired Contractor (name) _____

NO ONE UNDER ☐18 ☐16 YEARS OF AGE IS ALLOWED TO PARTICIPATE ON STATE RIGHT-OF-WAY. ____ (Initials)

AUTHORIZED SIGNATURE *The undersigned agrees that work will be done in accordance with Caltrans rules and regulations and subject to inspection and approval.* The Adopt-A-Highway Program and it's courtesy signs are not a forum for advertisement or public discourse.

SIGNATURE OF PRIMARY CONTACT

DATE

ADOPT-A-HIGHWAY PERMIT APPLICATION
WAITING LIST SITES

WAITING LIST SITE 1

COUNTY	ROUTE	POST MILE RANGE	DIRECTION(S) ☐ North Bound ☐ South Bound ☐ East Bound ☐ West Bound
BEGINNING POST MILE DESCRIPTION *(Landmark, cross street, etc.)*			END POSTMILE DESCRIPTION *(Landmark, cross street, etc.)*

WAITING LIST SITE 2

COUNTY	ROUTE	POST MILE RANGE	DIRECTION(S) ☐ North Bound ☐ South Bound ☐ East Bound ☐ West Bound
BEGINNING POST MILE DESCRIPTION *(Landmark, cross street, etc.)*			END POSTMILE DESCRIPTION *(Landmark, cross street, etc.)*

WAITING LIST SITE 3

COUNTY	ROUTE	POST MILE RANGE	DIRECTION(S) ☐ North Bound ☐ South Bound ☐ East Bound ☐ West Bound
BEGINNING POST MILE DESCRIPTION *(Landmark, cross street, etc.)*			END POSTMILE DESCRIPTION *(Landmark, cross street, etc.)*

WAITING LIST SITE 4

COUNTY	ROUTE	POST MILE RANGE	DIRECTION(S) ☐ North Bound ☐ South Bound ☐ East Bound ☐ West Bound
BEGINNING POST MILE DESCRIPTION *(Landmark, cross street, etc.)*			END POSTMILE DESCRIPTION *(Landmark, cross street, etc.)*

WAITING LIST SITE 5

COUNTY	ROUTE	POST MILE RANGE	DIRECTION(S) ☐ North Bound ☐ South Bound ☐ East Bound ☐ West Bound
BEGINNING POST MILE DESCRIPTION *(Landmark, cross street, etc.)*			END POSTMILE DESCRIPTION *(Landmark, cross street, etc.)*

INSURANCE AND LICENSE REQUIREMENTS FOR ADOPT-A-HIGHWAY CONTRACTORS

Individuals, organizations, and businesses may adopt segments of highway and have the required adoption work performed by a professional business through contract or agreement. The Adopt-A-Highway Program refers to all businesses hired by adopters as "contractors." A contractor can be used for any adoption type. A contractor can be hired to perform all or only a portion of the adoption tasks. To set up this type of adoption, two Adopt-A-Highway Permit Applications must be submitted. One must be signed by the adopter and a second must be signed by the contractor. The contractor's permit will be referred as a "double permit." **The Adopt-A-Highway Program does not permit sub-contracting by contractors.**

INSURANCE REQUIREMENTS

Liability Insurance: Contractors with employees shall maintain $1,000,000 of general liability insurance for each occurrence, plus $2,000,000 of excess liability insurance (totaling $3,000,000). Contractors who do not utilize paid employees shall maintain $1,000,000 in general liability insurance for each occurrence; no excess liability insurance is required. All certificates of liability insurance shall name the State of California Department of Transportation as additional insured.

Vehicular Insurance: Contractors shall carry vehicular liability insurance as required by law.

Workers Compensation Insurance: Contractors that utilize paid employees shall carry workers compensation insurance as required by law.

CALIFORNIA STATE CONTRACTORS LICENSE BOARD (CSLB) LICENSES

CSLB licenses must be held by an owner of the business whose name appears on the Adopt-A-Highway Permit Application. License requirements vary by task as follows:

Weed control by mulching. A: General Engineering Contractor *or* C-27: Landscape Contractor.

Soil Preparation prior to planting (tilling, digging, and/or soil amendment). A: General Engineering Contractor *or* C-27: Landscape Contractor.

Planting of seedling trees or shrubs. A: General Engineering Contractor *or* C-27: Landscape Contractor.

Manual seeding of wildflowers. A: General Engineering Contractor *or* C-27: Landscape Contractor.

Hydroseeding or drillseeding of wildflowers. A: General Engineering Contractor *or* C-27: Landscape Contractor *or* C-61/D59: Limited Specialty/Hydroseed Spraying (hydroseeding only).

Prunning of trees equal to, or less than, 15 feet in height. A: General Engineering Contractor *or* C-27: Landscape Contractor or C-61/D49:Limited Specialty/Tree Service. *(NOTE: Prunning of larger trees is not permitted under the Adopt-A-Highway Program.)*

Painting to remove graffiti from structures or to refurbish traveler service information center kiosks or mission bell components. B: General Building Contractor *or* C-33: Painting and Decorating Contractor.

Installation of mission bell components (bell, staff, theft-resistant cable, and/or concrete footing). B: General Building Contractor *or* C-61/D34: Limited Specialty/Prefabricated equipment.

Installation of prefabricated traveler service information center kiosks using existing electrical supply. B: General Building Contractor *or* C-61/D34: Limited Specialist/ Prefabricated Equipment. *(NOTE: License requirements for the installation of non-prefabricated kiosks/kiosks components or new utilities will be evaluated on a case-by-case basis.)*

CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION (DPR) LICENSES

DPR licenses must be held by an *owner* of the business whose name appears on the Adopt-A-Highway Permit Application. DPR's licensing requirements vary with the type of business hired and the location of the herbicide application.

Herbicide application on highway roadsides. Pest Control License and have at least one person in a supervisory position that holds a QAL, with the "C.Right-of-Way" pest control category.

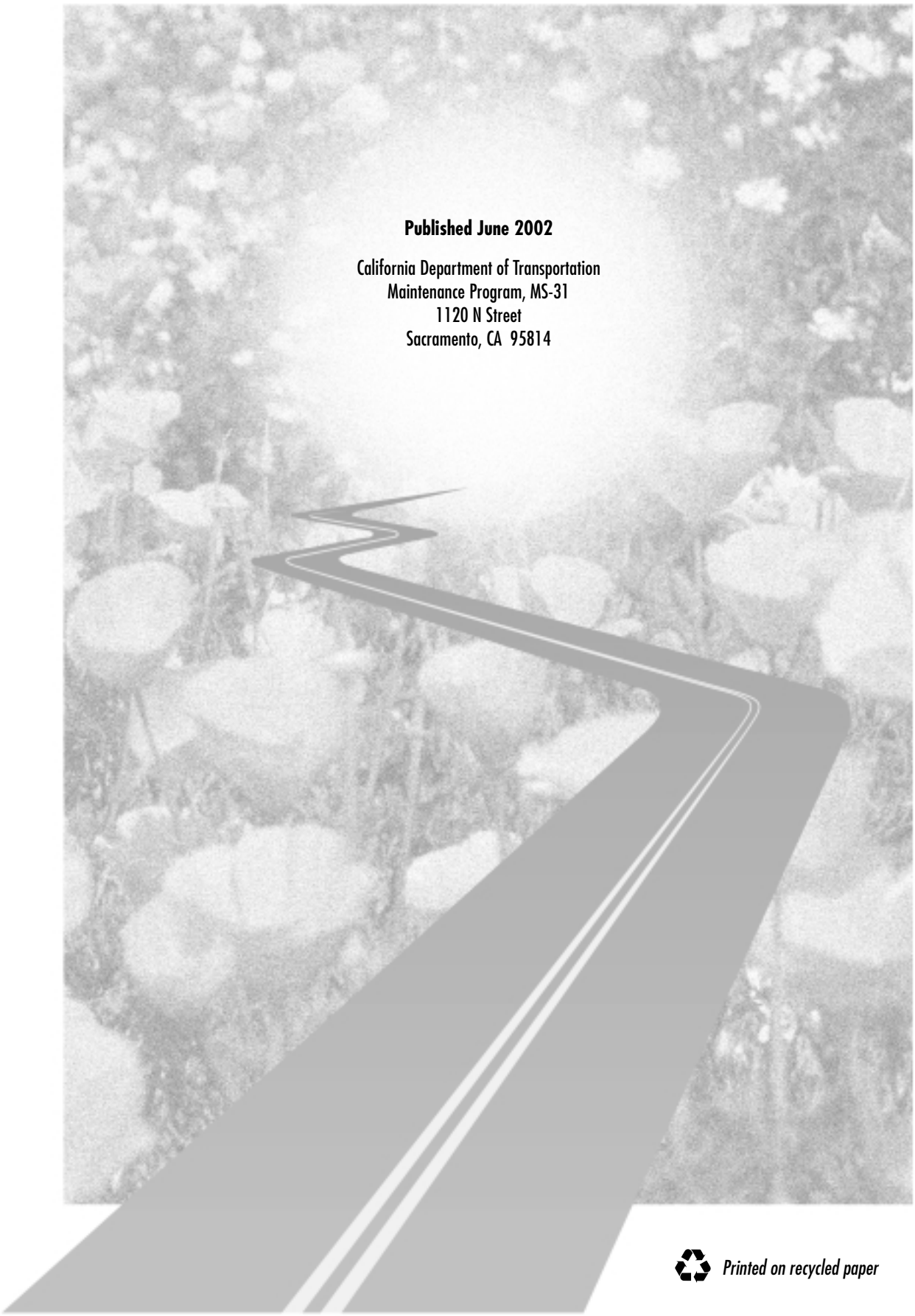
Herbicide application at park and rides. Pest Control License and have at least one person in a supervisory position that holds a QAL, with the "C. Right-of-Way" pest control category *or* the "B. Landscape Maintenance" pest control category *or* Maintenance Gardener Pest Control Business License and have at least one person in a supervisory position that holds a QAL or QAC with the 3. "B. Landscape Maintenance" pest control category.

Adoption Checklist

- ☐ Decide on the general location and type of adoption you want.
- ☐ Call your local Adopt-A-Highway Coordinator to discuss available adoption opportunities and select a specific site.
- ☐ Send a signed and completed copy of the Adopt-A-Highway Permit Application to your local Adopt-A-Highway Coordinator. Groups using contractors must have their contractor submit a separate application.
- ☐ If you are participating in a planting or vegetation control adoption, you must prepare and submit all required plans and schedules within 30 calendar days after your application was received.
- ☐ Obtain approval of your recognition panel's wording and design from your Adopt-A-Highway Coordinator.
- ☐ Wait for your Adopt-A-Highway Encroachment Permit to arrive in the mail. *This could take several weeks.*
- ☐ Call the Caltrans representative listed on your Encroachment Permit and schedule a safety orientation.
- ☐ Attend the safety orientation and collect your Adopt-A-Highway supplies, safety equipment, and safety video.
- ☐ Provide safety training and safety equipment to all group members before working.
- ☐ Notify the Caltrans representative shown on your permit at least five days prior to each work event. Begin work within 30 calendar days of your permit's start date
- ☐ Abide by the provisions listed in your Encroachment Permit package and enjoy participating in the Adopt-A-Highway Program along with the thousands of other dedicated Californians.

Notes:

ADOPT-A-HIGHWAY



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