



San Bernardino County Department of Public Works



Adopt-a-Road Program

General Provisions:

1. Authority to issue Roadside Cleanup permits is provided by Division 2, Chapter 5.5, Section 1460-1470 et seq. of the California Streets and Highways Code.
2. Revocation/Cancellation: Roadside Cleanup permits may be revoked by the Department for noncompliance with permit provisions or for failure of the Permittee, or their representative, to adhere to direction given by a Department representative. These provisions are subject to modification or abrogation at any time. Permits may be temporarily suspended due to construction or other operations at, or within, the vicinity of the site. Permittee may cancel their permit at any time without consequence from the Department. Permittees using contractors are responsible for terminating those arrangements.
3. Assignment: No parties other than the Permittee, or Permittee's authorized representatives, are allowed to work under this permit.
4. Permittee Responsibility: Permits are not valid until all participants have received safety training available online and signed the release and waiver form. All participants must be over 18 years old.
5. Beginning of Work:
 - Single Permit: Work authorized by this permit shall begin on the date of issuance indicated on the permit.
 - Full Adoption Permit: Work authorized by this permit shall be completed quarterly within one year from the date of issuance, regardless of whether or not the Permittee's Roadside Cleanup signs and/or recognition panels have been installed.
6. Advance Notice of Work:
 - Single Permit: No need to notify the Department's Adopt-A-Road Representative since the date of work will be the date of issuance on permit.
 - Full Adoption Permit: Permittee must notify the Department's Adopt-A-Road Representative of their work schedule at least five days, but no more than one month, before the event.
7. Work Days and Hours: Work must be performed during daylight hours. If weather, or other adverse circumstances, cause decreased visibility or a public hazard, work shall immediately be discontinued. Work shall not be conducted on, or within twenty-four hours preceding the following holidays or holiday weekends: New Year's Day, Martin Luther King Jr.'s Birthday, Lincoln's Birthday, Presidents' Day, Cesar Chavez's Birthday, Easter, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and the day after, Christmas Day and the day after.
8. Order of Encroachments: Permittee shall yield to conflicting encroachments.
9. Permit on Work Site: Permittee shall keep a copy of the permit and all the participants signed release and waiver forms at the work site and show it upon request to any Department representative or law enforcement officer.
10. Parking at Work Site: Participant's personal vehicles shall not interfere with the free flow of traffic or pedestrians.
11. Work Procedures: Work shall proceed in the direction facing traffic. A posted safety lookout shall be used when fellow participants *are* unable to watch oncoming traffic. Participants shall not work on unstable or slippery ground, on slopes greater than approximately 40°, on bridges, in tunnels, or inside culverts.
12. Public Traffic Control: All forms of traffic control are prohibited under this permit.
13. Safety Equipment: All participants shall wear safety vests, hard hats and gloves while on the County right-of-way. Participants shall wear long pants, and hard-soled shoes or boots with ankle support.
14. Call the Radio Room when clean-up is complete with the location of the trash bags (909-387-8063).

Thank you for your time and energy!



**San Bernardino County
Department of Public Works**



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Full Adoption with Sign - Guidelines

If a sponsor would like an Adopt-A-Road sign, one can be provided by the County for a fee as dictated by the current fee ordinance. With the sign comes a full adoption for one year. The Permittee must commit to one road or a minimum of a one mile stretch of continuous road for that whole year. The sign will follow these guidelines.

1. Recognition Panel Dimensions: Recognition panel dimensions are 24" L x 24" H.
2. Logos: NO logos are permitted.
3. Blue Background with white space: Recognition panels will have a reflective blue background with the recognition area being white. See attached standard.
4. Lettering in Recognition area: Group names will be displayed in plain, sans-serif lettering such as Helvetica or Arial in black lettering.
5. Same-Named Entities: If necessary to identify a business or organization as different from another same-named business or organization, the panel may indicate the community name. If there is more than one same-named business in a community, the street name where the business is located may be displayed on the panel instead of the community name. If an organization can be uniquely identified by a number, such as a troop, club, or post number, then the addition of the community name is not needed. Street names are not permitted on panels for organizations.
6. Political Entities: Panels may not reference an office held or an individual title. Appropriate recognition may include the elected officials name and/or recognition of their staffs or volunteers. Examples include "John Smith and Friends," "Staff of John Smith," etc.
7. Memorials: Only the words, "In Memory Of", plus a deceased person's name(s) are permitted.
8. Alcohol and Tobacco Products: Recognition of alcohol or tobacco products is not permitted under any circumstance, but recognition of tourist-related winery and brewery facilities is acceptable. In addition, recognition of enterprises that provide sexually-explicit materials or services will not be permitted.
9. Web-Based Entities: Only entities that operate exclusively on the Internet and whose legal business or organizational name is the same as their Internet domain name are permitted to display their domain name on their recognition panels.
10. All items displayed on recognition panels shall be approved by the San Bernardino County Department of Public Works.

Thank you for your time and energy!



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Volunteer Planning – Worksheet

- 1. Volunteer to clean-up a San Bernardino County Roadway.**
- 2. Decide on which road you want to clean-up. You may contact County Roads for help on road selection.**
- 3. Fill out an application – in person, via fax or U.S. mail.**
- 4. Have all participants view the online Safety presentation.**
- 5. Assure all participants are 18 years or older.**
- 6. Make sure all participants have signed the release and waiver form.**
- 7. Pick-up Adopt-A-Road materials including vests, hard hats and trash bags.**
- 8. Provide your own gloves, pick-up devices, eye protection, pants, shoes/boots, etc.**
- 9. Decide when you want to clean-up the roadside.**
- 10. Contact the County Department of Public Works to register the clean-up date, time and location into the master calendar.**
- 11. Review the rules and safety tips with your clean-up volunteers.**
- 12. Clean-up your stretch of roadway and leave the bags there.**
- 13. Drop off the Adopt-a-Road materials and signed waivers and report your accomplishment.**
- 14. *Accept our sincere appreciation for a job very well done. You have made a difference!***

Thank you for your time and energy!



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Safety Checklist:

- Ensure each participant has viewed the online safety presentation in advance of events.
- Review safety procedures before each work event.
- Park all vehicles where they do not interfere with traffic or pedestrians.
- Evaluate site for hazards (bees, snakes, dogs, etc.) and check weather conditions (heat, storm, etc.).
- Proceed in the direction facing traffic and watch oncoming traffic. Post a safety lookout when you are unable to watch oncoming traffic.
- Do not work on slippery ground, on slopes greater than approximately 40°, on bridges, in tunnels, or inside culverts.
- Wear safety vests and hard hats at all times while in the right of way.
- Wear long pants, gloves, hard-soled shoes or boots with ankle support.
- Use Roadside Cleanup bags provided by the Department. Place bags a few feet from the edge of the traffic lanes and off the paved shoulders. Place bags in locations where they are not obstructing drainage and where Department Maintenance staff can easily see and safely retrieve them. Stack bags together and 100 feet from structures (if possible).
- Be very careful when handling any sharp objects. Do not handle "Sharps" (i.e.: needles). Instead report such findings to your Road Department Radio Room 909-387-8063.

Questions?

Check our website at: www.sbcounty.gov/dpw

OR

Contact Us:

County of San Bernardino – Department of Public Works

Adopt-A-Road Program

Phone: (909) 387-1863

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