

# **ADOPT-A-HIGHWAY**





**IDAHO TRANSPORTATION DEPARTMENT**

P.O. Box 7129  
Boise ID 83707-1129

(208) 334-8000  
itd.idaho.gov

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Dear Volunteer,

Thank you for your interest in Idaho's Adopt-A-Highway Program. Through Adopt-A-Highway, volunteers have the opportunity to support the Idaho Transportation Department's (ITD) anti-litter commitment by adopting sections of state highway right-of-way and keeping them litter free.

Information about the program is available by referring to the FAQ link from the menu on the Adopt-A-Highway home page and the Adopt-A-Highway Information/Application Packet (PDF) link on the Adopt-A-Highway home page located at:

<http://itd.idaho.gov/highways/ops/maintenance/Volunteer/adopt/adopt.htm>

The Adopt-A-Highway Information/Application Packet contains:

- ITD 2869 Adopt-A-Highway Program Application
  - ITD 2868 Adopt-A-Highway Program Agreement Terms and Conditions
  - ITD 2871 Volunteer Release of Liability, for participants under age 18
  - ITD 2870 Volunteer Release of Liability, for participants 18 and over
  - ITD 2880 Adopt-A-Highway Volunteer Group Information
  - A question/answer reference guide
- ❖ **District Adopt-A-Highway Contact Information. Contact information is included for each of ITD's six districts; please refer to the district information in the area where the section you are interested in adopting is located.**
- ❖ **Three safety guides: Bag It, Move It or Leave It?, Guidelines for Litter Pickup and Traffic Control and Safety Tips. These three guides are utilized by the volunteer group contact to conduct a group safety meeting before any litter pickups are completed, as new members participate in the program and then on an annual basis for all group members.**

If after reviewing this material, your group decides to apply for an available section, please complete the application and agreement forms and mail them to the District Adopt-A-Highway Coordinator where the section you are interested in adopting is located:

**District 1:**

Diane DuBos  
600 West Prairie  
Coeur d'Alene, ID 83815-8764  
Phone: 208-772-1297

**District 2:**

Shane Niemela  
PO Box 837  
Lewiston, ID 83501-0837  
Phone: 208-799-4239  
Counties: Clearwater, Idaho, Latah, Lewis and Nez Perce

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**District 3:**

Althea Fackrell  
PO Box 8028  
Boise, ID 83707-2028  
Phone: 208-332-7187  
FAX: 208-334-8917

Counties: Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley and Washington

**District 4:**

Joyce Shaw  
126 South Date Street  
Shoshone, ID 83352  
Phone: 208-886-7871

Counties: Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka and Twin Falls

**District 5:**

Sharon Short  
PO Box 4700  
Pocatello, ID 83205-4700  
Phone: 208-239-3300

Counties: Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida and Power

**District 6:**

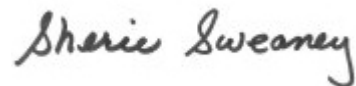
Todd Grover  
PO Box 97  
Rigby, ID 83442-0097  
Phone: 208-745-5631

Counties: Bonneville, Butte, Clark, Fremont, Custer, Jefferson, Lemhi, Madison and Teton

The District Adopt-A-Highway Coordinator will notify the volunteer group contact in writing with the application approval status and the location of the newly adopted section. Release of Liability forms must be completed and returned to the District Adopt-A-Highway Coordinator prior to any volunteer participation in the Adopt-A-Highway Program.

If I can be of assistance, please call me at 208-334-8465 or email me at [sherie.sweaney@itd.idaho.gov](mailto:sherie.sweaney@itd.idaho.gov). The District Adopt-A-Highway Coordinators and I look forward to hearing from you and appreciate your volunteer group's interest in the Adopt-A-Highway Program.

Sincerely,



Sherie Sweaney  
Volunteer Services Coordinator

# Adopt-A-Highway Program Application

## Idaho Transportation Department



### Sign Information

1. Complete the boxes as you request your signs to be written. No slogans or logos. Indicate a space by leaving a blank box.
2. Signs shall be limited to one or two lines wherever possible. Use of a third line will require ITD approval.
3. Signs with one or two lines of text will display up to 15 characters, including spaces. Signs with three lines of text will display up to 20 characters, including spaces.

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**Contact Information** – Schools or school affiliated organizations must provide a school faculty member as the contact person or alternative representative. Applications received from organizations, schools or school affiliated organizations without this contact information will not be approved and will be returned to the applicant.

Contact Name – Print	Day Phone	Extension	E-mail Address			
Mailing Address			City		State	Zip Code

**Alternative Representative Information** – Required for all organizations.

Alternate Name – Print	Day Phone	Extension	E-mail Address			
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**Total number of participants in group** \_\_\_\_\_ **Number under 18** \_\_\_\_\_

**Highway Section You are Interested in Adopting** – Show highway number, beginning and ending milepost, and other information that will help identify the location.

Signature	Date
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**-- ITD Use Only --**

Approved Section	Beginning Milepost	Ending Milepost
Segment Number	County	Foreman Area
Notes: <hr/> <hr/>		

**Mail completed form to:**

## Idaho Adopt-A-Highway Program Agreement Terms And Conditions



The Idaho Transportation Department, hereinafter called ITD, and \_\_\_\_\_, hereinafter called the Volunteer Group, recognize the need and the desirability of litter-free highways and are entering into this Adoption Agreement, hereinafter called the Agreement.

By signing below, the Volunteer Group, both jointly and severally, acknowledges the hazardous nature of the work and agrees, both jointly and severally, to the following terms and conditions:

- The Volunteer Group contact person serves as spokesperson for the Volunteer Group and is the Volunteer Group's contact with ITD. Any change in contact person information shall be provided to the District Adopt-A-Highway Coordinator and ITD's Volunteer Services Coordinator.
- The Volunteer Group Alternate Representative serves as spokesperson for the Volunteer Group when ITD is unable to locate the Volunteer Group contact person.
- All Volunteer Groups, with the exception of individual/family groups, shall provide the names, daytime telephone numbers, and e-mail addresses of the Contact Person and Alternate Representative. Schools or school affiliated organizations must provide a school faculty member as the contact person or alternative representative. Applications received from organizations, schools, or school affiliated organizations without this contact information shall not be approved and shall be returned to the applicant.
- Participants of the Volunteer Group agree to obey and abide by all laws and regulations relating to safety, and such terms and conditions as may be required by the District Engineer for special conditions on a particular adopted section.
- Before participating in the program, every volunteer shall be required to review three safety handouts: *Guidelines for Litter Pickup/Traffic Control Plan for Volunteer Group Litter Pickup*; *Safety Tips*; and *Bag It, Move It or Leave It?*; which are provided in the Adopt-A-Highway Information/Application Packet. Every Volunteer Group shall conduct at least one safety meeting per year.
- While participating in litter pickup every participant shall wear a reflective safety vest provided by ITD.
- Every Volunteer Group shall inform all participants of the possible presence of dust, exhaust fumes, plant pollens, sprays, etc. Any participant who may have allergic reactions to any of these conditions should be advised to refrain from participating in the litter cleanups.
- Participants shall not pick up syringes, needles, possible drug paraphernalia, dead animals, and materials that appear to be toxic, hazardous, or contaminated with blood or urine. The Volunteer Group contact person shall notify ITD of the location of these types of items.
- Each Volunteer Group shall be responsible for maintaining a first-aid kit and providing adequate drinking water while participating in litter pickup.
- The Volunteer Group shall obtain required supplies and materials from ITD during regular business hours. Supplies are obtained by the Volunteer Group by completing form ITD 2863, Adopt-A-Highway Equipment Request.

- ROADSIDE LITTER PICKUP traffic control signs (48" x 48" roll-up) shall be obtained from ITD (except in adopted segment areas having drop-down traffic control signs), properly set up by the Volunteer Group prior to beginning the cleanup, and returned to ITD within one week after the cleanup has been completed.
- Unused supplies furnished by ITD shall be returned to ITD within one week following each cleanup. At the discretion of the District Engineer, safety vests and trash bags may be checked out to the Volunteer Group for longer periods of time.
- The Volunteer Group shall be responsible for placing litter in trash bags furnished by ITD. Trash bags shall not be overfilled and shall be tied. Trash bags shall be placed on the roadway shoulder and behind guardrail, when present. Trash bags shall not be placed on or under bridges. Where possible, trash bags shall be grouped in areas with good sight distance and roadway shoulder sufficient for safe pick up by ITD.
- Persons or Volunteer Groups shall not be denied the opportunity to participate in this program because of their race, religion, color, age, sex, or national origin.
- Volunteer Groups that promote racial intolerance or harassment are not eligible to participate in this program.
- Each Volunteer Group shall be responsible for prohibiting participants from either possessing or consuming alcoholic beverages or illegal drugs while on the adopted section.
- When participants are younger than 18 years of age, the Volunteer Group shall furnish supervision by a minimum of one adult for every 10 participants.
- Volunteer Group members shall be required to sign the release form ITD 2870, Volunteer Release of Liability. Participants younger than 18 years of age must have their release form ITD 2871, Volunteer Release of Liability for Participants Under Age 18, signed by a parent or guardian before participating in the Adopt-A-Highway Program.
- The Volunteer Group shall pick up litter a minimum of two times a year, or more frequently if needed. Volunteer Groups will complete an ITD 2774, Adopt-a-Highway Cleanup Report for each pickup and send the card to ITD's Volunteer Services Coordinator.
- Volunteer Groups shall adopt a section of roadway that is 2 miles long, when possible. Shorter sections may be adopted when conditions prohibit adopting 2 miles.
- Volunteer Groups shall be required to adopt a section for two years.
- Every Volunteer Group shall have the option of renewing the Agreement subject to the approval of the District Engineer, the Volunteer Services Coordinator, and continuation of the Adopt-A-Highway Program by ITD.

ITD agrees to accomplish the following:

- ITD shall erect an Adopt-A-Highway sign at each end of the adopted section or contiguous sections. The signs will display the Volunteer Group's name or acronym as approved by ITD.

- ITD shall provide safety vests, trash bags, traffic control signs, and safety literature for the use of Volunteer Groups.
- To the extent possible, ITD shall remove the filled trash bags from the roadsides the first ITD workday following the Volunteer Group's pickup.

Additional terms and conditions:

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The Volunteer Group acknowledges and agrees that if any actions by the Volunteer Group relative to the performance of this Agreement are determined to be contrary to any legislative restrictions or any restrictions on the use of appropriated funds for political activities or ITD policy, rules, or procedures, ITD shall have the right to take any and all necessary remedial actions, including, but not limited to, the removal of the Adopt-A-Highway signs displaying the Volunteer Group's name or acronym.

If, in the sole judgment of ITD, it is found that the adopting Volunteer Group is not meeting the terms and conditions of this Agreement, upon 30 days' notice ITD may terminate the Agreement and remove the Adopt-A-Highway signs. This Agreement may be modified in scope or altered in any other manner at the sole discretion of ITD. ITD reserves the right to modify or cancel the Adopt-A-Highway Program at any time and for any reason at the sole discretion of ITD.

ITD and the Volunteer Group both recognize and agree that in no event shall ITD have the right to control the Volunteer Group in performing the actual details of picking up litter from the section of roadway adopted by the Volunteer Group and, in picking up litter, the Volunteer Group shall act as an independent contractor.

ITD recognizes \_\_\_\_\_  
(Volunteer Group Name)

as the adopting Volunteer Group for the following roadway section:

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The Volunteer Group accepts the responsibility of picking up litter on this section of highway at least two times per year and promoting a litter-free environment in the community for a period beginning

\_\_\_\_\_, 20\_\_\_\_, and ending \_\_\_\_\_, 20\_\_\_\_\_

Authorized Signature for Volunteer Group	Signature, District Engineer, Idaho Transportation Department
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## Volunteer Release Of Liability

### Adopt-A-Highway, Volunteer Services, or Rest Area Activities Programs (For Participants Under Age 18)



All participants under the age of eighteen (18) must have this Release form signed by their parent or guardian.

**Signed Release Forms must be returned to the Idaho Transportation Department prior to participation in the Adopt-A-Highway, Volunteer Services or Rest Area Activities Programs.**

Volunteer Organization	Date
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I do hereby release and discharge the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, and their officers, agents, and employees from all claims, demands, and causes of action of every kind whatsoever for any damages and/or injuries that may result from my participation in the Adopt-A-Highway Program and/or other volunteer activities occurring on or near state highway rights-of-way, on state property, or in state buildings.

I further agree to hold harmless the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, and their officers, agents, and employees from liability for any damages or injuries resulting from any negligence or willful wrongdoing on my part during my participation in said volunteer activities occurring on or near the state highway rights-of-way, on state property, or in state buildings.

As a prerequisite to participation in the Adopt-a-Highway or Volunteer Services Programs, I have reviewed ITD's roadside safety training materials: *Guidelines for Litter Pickup/Traffic Control Plan for Volunteer Group Litter Pickup*; *Safety Tips*; and *Bag It, Move It, or Leave It?* (Does not apply to Rest Area Activities or Artifact Curation Programs.)

Minor's Name (please print)	Minor's Signature
Minor's Address	

I certify that I am the above minor's legal parent or guardian and hereby grant permission for him/her to participate in the Adopt-A-Highway, Volunteer Services, or Rest Area Activities Programs. I further agree to abide by the stipulations set forth in the above paragraphs.

Parent's or Guardian's Name (please print)	Parent's or Guardian's Signature
Parent's or Guardian's Address (if different from minor)	



## IDAHO ADOPT-A-HIGHWAY PROGRAM VOLUNTEER GROUP INFORMATION



Volunteer Group Name: \_\_\_\_\_

Total Number of Participants: \_\_\_\_\_

Number of Participants Under Age 18: \_\_\_\_\_

Volunteer Group Type (mark one):

- A. Youth/Student (Schools, Scouting, Church, 4-H, etc.)
- B. Fraternity/Sorority/College-University
- C. Family/Individual
- D. Employee-Private or Commercial Firm
- E. Employee-Public Agency
- F. Civic (Rotary, Lions, Kiwanis, Chamber of Commerce, etc.)
- G. Fraternal (Elks, Moose, Eagles, Grange, etc.)
- H. Miscellaneous Organization/Association (Good Sams, PALS, Senior Citizens, Garden Clubs, etc.)
- I. Church
- J. Other (Specify) \_\_\_\_\_

(Friends of: Unions, Disabled, Foundations, etc.)



## Adopt-A-Highway Program

### A-A-H Contact Information

### Telephone Numbers

Statewide Coordinator

Boise - 334-8465

District 1 Coordinator

Coeur d'Alene- 772-1297

District 2 Coordinator

Lewiston- 799-4239

District 3 Coordinator

Boise- 332-7187

District 4 Coordinator

Shoshone - 886-7871

District 5 Coordinator

Pocatello- 239-3300

District 6 Coordinator

Rigby- 745-5631

**\*Applications - are available at each district office\***

Litter bag, Trash

Local Maintenance Shed

Cancellations/Renewals

334-8465

Change of adopted section

District A-A-H Coordinator

Clean-up Report Cards

334-8465

Complaints

334-8465

Dead Animals

Local Maintenance Shed

Hazardous Waste

Local Maintenance Shed

General Information

District A-A-H Coordinator

New Releases

Mail to Local Newspaper

Pickups

1-800-443-2878

Removal of Filled Trash bags

Local Maintenance Shed

Rules & Regulations

334-8465

Signs (Litter Pickup)

Local Maintenance Shed

Signs (Group Recognition)

District A-A-H Coordinator

Signs (Stolen/Damaged)

District A-A-H Coordinator

Speakers on A-A-H

District A-A-H Coordinator

District 1 Adopt-A-Highway Contact Information

Foreman No.	Foreman Area	Foreman /Leadman	Phone #	Cell #	Fax #
<b>120</b>	<b>Bonnors Ferry</b>	<b>George Shutes</b>	267-3531	661-9028	267-6002
		Ron Carpenter	267-3531	No cell	267-2486
<b>160</b>	<b>Coeur d'Alene N &amp; W</b>	<b>Marc Johnson</b>	772-1250	699-2350	772-1203
		Vacant	772-1250	No cell	772-1203
<b>170</b>	<b>Coeur d'Alene S &amp; E</b>	<b>Dave Palmer</b>	772-1267	661-9018	772-1203
		Vacant	772-1267	No cell	772-1203
<b>130</b>	<b>Clark Fork</b>	<b>Shannon Thornton</b>	266-1417	699-2353	No fax
		Mike Chapman	266-1417	597-6248	No fax
<b>170</b>	<b>Harrison</b>	<b>Dave Palmer</b>	245-1516	661-9018	772-1203
		Rod Taylor	245-1516	No cell	772-1203
<b>140</b>	<b>Mullan</b>	<b>Dave Autio</b>	744-1276	699-2354	744-1402
		Gary Sjogren	744-1276	No cell	744-1402
<b>140</b>	<b>Osburn</b>	<b>Dave Autio</b>	556-2711	699-2354	556-6304
		Bruce Van Broeke	556-2711	No cell	556-6304
<b>150</b>	<b>Plummer</b>	<b>Dave Oakes</b>	686-1523	568-0060	686-2513
		Mark Smith	686-1523	No cell	686-2513
<b>130</b>	<b>Priest River</b>	<b>Shannon Thornton</b>	448-1215	699-2353	No fax
		Monte Russell	448-1215	No cell	No fax
<b>130</b>	<b>Sandpoint</b>	<b>Shannon Thornton</b>	263-3412	699-2353	263-6731
		Dave Bohrn	263-3412	699-6196	263-6731
<b>150</b>	<b>Santa</b>	<b>Dave Oakes</b>	245-3201	568-0060	245-9731
		Ralph Wernecke	245-3201	No cell	245-9731
<b>160</b>	<b>Spirit Lake</b>	<b>Marc Johnson</b>	623-4491	699-2350	623-4491
		Lynn Oliver	623-4491	No cell	623-4491
<b>150</b>	<b>St. Maries</b>	<b>Dave Oakes</b>	245-2021	586-0060	245-1701
		Larry Willey	245-2021	No cell	245-1701
<b>Coeur d'Alene</b>	<b>A-A-H Coordinator</b>	Diane DuBos	772-1297	No cell	772-8039

District 2 Adopt-A-Highway Contact Information

<b>Foreman No.</b>	<b>Foreman Area</b>	<b>Foreman/Leadman</b>	<b>Phone #</b>	<b>Cell #</b>	<b>Fax #</b>
<b>220</b>	<b>Bovill</b>	<b>Jim Smith</b>	826-3341	791-4943	No fax
		Mike Allen	826-3341	No cell	No fax
<b>250</b>	<b>Craigmont</b>	<b>Jim Pratt</b>	924-5602	No cell	924-7338
		Wayne Bachman	924-5602	No cell	924-7338
<b>260</b>	<b>Fleming</b>	<b>Mark Schuster</b>	926-4483	No cell	926-4235
		John Roth	926-4483	No cell	926-4235
<b>290</b>	<b>Grangeville</b>	<b>Dave Stephenson</b>	983-1140	No cell	983-1210
		Bill Hazelton	983-1140	No cell	983-1210
<b>220</b>	<b>Kendrick</b>	<b>Jim Smith</b>	289-3017	791-4943	No fax
		Sean Sargent	289-3017	No cell	No fax
<b>250</b>	<b>Kooskia</b>	<b>Jim Pratt</b>	926-4670	No cell	926-4129
		Sam McFeron	926-4670	No cell	926-4129
<b>220</b>	<b>Lewiston</b>	<b>Jim Smith</b>	799-4277	791-4943	No fax
		Nick Rales	799-4277	No cell	No fax
<b>290</b>	<b>Lucile</b>	<b>Dave Stephenson</b>	628-3809	No cell	628-3809
		Bruce Bovey	628-3809	No cell	628-3809
<b>240</b>	<b>Moscow</b>	<b>Bud Converse</b>	882-5125	509-336-1671	882-8180
		Rex Williams	882-5125	No cell	882-8180
<b>270</b>	<b>Orofino</b>	<b>Blake Thompson</b>	476-4433	No cell	476-0251
		Rod Breen	476-4433	No cell	476-0251
<b>240</b>	<b>Potlatch</b>	<b>Bud Converse</b>	875-0414	509-336-1671	875-0414
		Dave Fraser	875-0414	No cell	875-0414
<b>250</b>	<b>Powell</b>	<b>Mark Schuster</b>	942-3395	No cell	942-3288
		Ron Moss	942-3395	No cell	942-3288
<b>290</b>	<b>Reed's Bar</b>	<b>Dave Stephenson</b>	842-2261	No cell	842-2261
		Jim Johnson	842-2261	No cell	842-2261
<b>270</b>	<b>Weippe</b>	<b>Blake Thompson</b>	435-4313	No cell	435-4803
		Gary Martin	435-4313	No cell	435-4803
	<b>A-A-H Coordinator</b>	Shane Niemela	799-5090	No cell	799-4301

### District 3 Adopt-A-Highway Contact Information

Foreman No.	Foreman Area	Foreman/Leadman	Phone #	Cell #	Fax #
<b>380</b>	<b>Banks</b>	<b>Danny Davis</b>	793-2383	630-4204	793-2518
		Joe Church	793-2383	869-7668	793-2518
<b>340</b>	<b>Boise</b>	<b>Eric Copeland</b>	334-8361	484-9868	334-8917
		Dan Hurlbert	334-8361	830-3623	334-8917
<b>350</b>	<b>Bruneau</b>	<b>David Labar</b>	845-2710	830-3636	845-2710
		Jim Morrison	845-2710	921-7457	845-2710
<b>370</b>	<b>Caldwell</b>	<b>Ken Couch</b>	459-7429	830-3638	459-0161
		Vacant	459-7429		459-0161
<b>380</b>	<b>Cascade</b>	<b>Danny Davis</b>	382-4675	630-4204	382-3104
		Jerry Hiller	382-4675	484-8206	382-3104
<b>320</b>	<b>Council</b>	<b>Robin Freeman</b>	253-6932	469-0975	No fax
		Vacant	253-6932		No fax
<b>330</b>	<b>Emmett</b>	<b>Alan Jones</b>	365-5841	484-8208	No fax
		Paul Standley	365-5841	739-1216	No fax
<b>350</b>	<b>Hammett</b>	<b>David Labar</b>	366-7559	830-3636	No fax
		Carl Vaughn	366-7559	954-9354	No fax
<b>390</b>	<b>Idaho City</b>	<b>Rob Blout</b>	392-6628	830-3621	392-6744
		Brian Inwards	392-6628	No cell	392-6744
<b>390</b>	<b>Lowman</b>	<b>Rob Blout</b>	259-3311	830-3621	259-3310
		Bob Frisbie	259-3311	No cell	259-3310
<b>370</b>	<b>Marsing</b>	<b>Ken Couch</b>	896-4485	830-3638	896-4485
		Jeramie Gregory	896-4485	869-8775	896-4485
<b>350</b>	<b>Mountain Home</b>	<b>David Labar</b>	587-7966	830-3636	587-9831
		Monte Larsen	587-7966	954-9353	587-9831
<b>320</b>	<b>New Meadows</b>	<b>Robin Freeman</b>	347-2291	469-0975	347-2198
		Kraig Spelman	347-2291	634-6780	347-2198
<b>330</b>	<b>New Plymouth</b>	<b>Alan Jones</b>	278-3246	484-8208	278-3617
		Shona Cheever	278-3246	550-1425	278-3617

### District 3 Adopt-A-Highway Contact Information

<b>350</b>	<b>Riddle</b>	<b>David Labar</b>	759-3927	830-3636	No fax
		Steve Engelbert	759-3927	No cell	587-9831
<b>330</b>	<b>Weiser</b>	<b>Alan Jones</b>	549-1305	484-8208	549-8038
		Bill Fochtman	549-1305	642-7699	549-8038
<b>Boise</b>	<b>A-A-H Coordinator</b>	<b>Althea Fackrell</b>	332-7187	No cell	334-8917

**District 3**  
**Information regarding Litter Pickup Supplies**

<b>Shed Location</b>	<b>Shed phone #</b>	<b># of days notice to reserve supplies</b>	<b>Supplies Pickup Hours</b>	<b>Supplies Drop Off Hours</b>
<b>Banks</b>	793-2383	2 working days	7:00 – 8:00 a.m.	4:30 – 5:30 p.m.
<b>Boise</b>	334-8361	2 working days	7:00 – 8:00 a.m.	4:00 – 5:00 p.m.
<b>Bruneau</b>	845-2710	2 working days	7:00 – 8:00 a.m.	4:30 – 5:30 p.m.
<b>Caldwell</b>	459-7429	Call before going to the shed	8:00 – 4:30 p.m.	8:00 – 4:30 p.m.
<b>Cascade</b>	382-4675	2 working days	7:00 – 8:00 a.m.	4:30 – 5:30 p.m.
<b>Council</b>	253-6932	3 working days	Coordinate when reserving supplies	Coordinate when picking up supplies
<b>Emmett</b>	365-5841	1 working day	7:00 – 8:00 a.m.	4:30 – 5:30 p.m.
			<b>Monday through Thursday, only</b>	<b>Monday through Thursday, only</b>
<b>Hammett</b>	366-7559	2 working days	7:00 – 8:00 a.m.	4:30 – 5:30 p.m.
<b>Idaho City</b>	392-6628	2 working days	7:00 – 8:00 a.m.	4:30 – 5:30 p.m.
<b>Lowman</b>	259-3311	2 working days	7:00 – 8:00 a.m.	4:30 – 5:30 p.m.
<b>Marsing</b>	896-4485	By appointment	Coordinate when reserving supplies	Coordinate when reserving supplies
<b>Mountain Home</b>	587-7966	2 working days	7:00 – 8:00 a.m.	4:30 – 5:30 p.m.
<b>New Meadows</b>	347-2291	3 working days	Coordinate when reserving supplies	Coordinate when picking up supplies
<b>New Plymouth</b>	278-3246	1 working day	Coordinate when reserving supplies	Coordinate when picking up supplies
<b>Riddle</b>	759-3927	2 working days	7:00 – 8:00 a.m.	4:30 – 5:30 p.m.
<b>Weiser</b>	549-1305	1 working day	Coordinate when Reserving supplies	Coordinate when Picking up supplies

**District 4 Adopt-A-Highway Contact Information**

<b>Foreman No.</b>	<b>Foreman Area</b>	<b>Foreman/Leadman</b>	<b>Phone #</b>	<b>Cell #</b>	<b>Fax #</b>
<b>464</b>	<b>Bliss</b>	<b>Chuck Chapin</b>	352-4620	316-0460	352-4620
		Phil Etchart	352-4620	316-0464	352-4620
<b>455</b>	<b>Carey</b>	<b>Jarrett Porter</b>	823-4321	316-0443	823-4321
		Tracy Holt	823-4321	316-0455	823-4321
<b>453</b>	<b>Fairfield</b>	<b>Jarrett Porter</b>	764-2347	316-0443	764-2347
		Pete McQuire	764-2347	316-0453	764-2347
<b>480</b>	<b>Hailey</b>	<b>Steve Cole</b>	788-3365	309-2226	788-3365
		Steve Porter	788-3365	309-2227	788-3365
<b>460</b>	<b>Jerome</b>	<b>Chuck Chapin</b>	324-4401	316-0460	324-4401
		Tom Mattix	324-4401	316-0463	324-4401
<b>430</b>	<b>Rupert</b>	<b>Allen Knight</b>	436-4630	312-3294	436-9983
		Steve McCurie	436-4630	312-3296	436-9983
		Don Price	436-4630	312-3295	436-9983
<b>450</b>	<b>Shoshone</b>	<b>Jarrett Porter</b>	886-7859	316-0443	886-7895
		Tom Kime	886-7859	316-0500	886-7895
<b>484</b>	<b>Stanley</b>	<b>Steve Cole</b>	774-3581	309-2226	774-3581
		Larry Jokinen	774-3581		774-3581
<b>430</b>	<b>Sublett</b>	<b>Allen Knight</b>	645-2510	312-3294	645-2510
		Tony Rigby	645-2510	312-3298	645-2510
<b>490</b>	<b>Twin Falls</b>	<b>Dennis Jensen</b>	736-3088	316-0490	736-3094
		David Dana	736-3088	316-0494	736-3094
	<b>A-A-H Coordinator Shoshone</b>	<b>Joyce Shaw</b>	886-7871		886-7895

**District 5 Adopt-A-Highway Contact Information**

<b>Foreman No.</b>	<b>Foreman Area</b>	<b>Foreman/Leadman</b>	<b>Phone #</b>	<b>Cell #</b>	<b>Fax #</b>
<b>570</b>	<b>American Falls</b>	<b>Jerry Bauer</b>	226-5094	201-3311	No fax
		Richard Miller	226-5094	201-3310	No fax
<b>560</b>	<b>Blackfoot</b>	<b>Dennis Mendenhall</b>	785-0331	201-3381	No fax
		Randy Richards	785-0331	201-3561	No fax
<b>520</b>	<b>Downey</b>	<b>Chris Chapman</b>	897-5379	201-3307	No fax
		Jeremy Wood	897-5379	201-3373	No fax
<b>530</b>	<b>Malad</b>	<b>Doug Thorpe</b>	766-2900	201-3303	No fax
		Dan Bastian	766-2900	221-3064	No fax
<b>520</b>	<b>McCammon</b>	<b>Chris Chapman</b>	254-3171	201-3307	No fax
		Anthony Richards	254-3171	201-3340	No fax
<b>590</b>	<b>Montpelier</b>	<b>Terry Smith</b>	847-1702	201-3345	No fax
		Les Bartschi	847-1702	201-3350	No fax
<b>540</b>	<b>Pocatello</b>	<b>Claylon Perkins</b>	239-3376	201-3376	239-3367
		Guy Zahn	239-3306	201-3306	239-3367
<b>550</b>	<b>Preston</b>	<b>Ed Hansen</b>	852-1712	201-3305	No fax
		Phil Geddes	852-1712	201-3352	No fax
<b>580</b>	<b>Soda Springs</b>	<b>George Allen</b>	547-4779	201-3348	No fax
		Dave Harvey	547-4779	201-3325	No fax
<b>580</b>	<b>Wayan</b>	<b>George Allen</b>	574-2385	201-3348	No fax
		Brian Muir	574-2385	201-4485	No fax
<b>Pocatello</b>	<b>A-A-H Coordinator</b>	<b>Sharon Short</b>	239-3300		239-3367

### District 6 Adopt-A-Highway Contact Information

<b>Foreman No.</b>	<b>Foreman Area</b>	<b>Foreman/Leadman</b>	<b>Phone #</b>	<b>Cell #</b>	<b>Fax #</b>
<b>670</b>	<b>Arco</b>	<b>Dan Hawkins</b>	527-8289	705-6631	527-8290
		Stacey McCuardy	527-8289	705-6629	527-8290
<b>640</b>	<b>Ashton</b>	<b>Ron Atchley</b>	652-7247	705-6622	652-7914
		Jim Hansen	652-7247	705-0730	652-7914
<b>660</b>	<b>Challis</b>	<b>Bill Vermaas</b>	879-4425	303-1010	879-4425
		Lamont Taylor	879-4425	No cell	879-4425
<b>650</b>	<b>Driggs</b>	<b>Lyle Holden</b>	354-2288	705-6624	356-4354
		Tracy Whitmore	354-2288	705-6625	356-4354
<b>680</b>	<b>Dubois</b>	<b>Darrin May</b>	374-5246	705-6626	374-5589
		Mark Christenson	374-5246	705-6627	374-5589
<b>660</b>	<b>Gibbonsville</b>	<b>Bill Vermaas</b>	865-2253	303-1010	865-2253
		Frank Unrien	865-2253	303-0111	865-2253
<b>690</b>	<b>Idaho Falls</b>	<b>Don Gilstrap</b>	524-2146	709-3325	542-0262
		David Fullmer	524-2146	705-6658	542-0262
<b>690</b>	<b>Irwin</b>	<b>Don Gilstrap</b>	483-2705	709-3325	483-2705
		Dee Newcomb	483-2705	709-3326	483-2705
<b>640</b>	<b>Island Park</b>	<b>Ron Atchley</b>	558-7350	705-6622	558-7350
		Larry Parker	558-7350	705-6623	558-7350
<b>660</b>	<b>Leadore</b>	<b>Bill Vermaas</b>	768-2393	303-1010	768-2393
		Scott England	768-2393	No cell	768-2393
<b>670</b>	<b>Mackay</b>	<b>Dan Hawkins</b>	588-2246	705-6631	588-2246
		Bruce A. Smith	588-2246	705-6632	588-2246
<b>680</b>	<b>Mud Lake</b>	<b>Darrin May</b>	663-4901	705-6626	663-4901
		Scott Carpenter	663-4901	705-6628	663-4901
<b>660</b>	<b>Salmon</b>	<b>Bill Vermaas</b>	756-3313	303-1010	756-3326
		Terry Johnson	756-3313	303-0234	756-3326
<b>650</b>	<b>Sugar City</b>	<b>Lyle Holden</b>	356-3575	705-6624	356-4354
		Richard Johnson	356-3575	No cell	356-4354
	<b>A-A-H Coordinator</b>	<b>Todd Grover</b>	745-5631	705-6672	745-8735
	<b>Rigby</b>				

# GUIDELINES FOR LITTER PICKUP

**NOTE:** The design, installation and use of all traffic control devices, must comply with the Manual on Uniform Traffic Control Devices (MUTCD), as adopted by the State. All sign sheeting must meet ASTM 4956 D TYPE III or greater retroreflectivity standards. Sign stands and sign installations must comply with NCRHP-350 crash standards.

## Litter Pickup –

**Two Lane Two Way Roadways** -- Participants are restricted to one side of the roadway between the right-hand edge of the pavement and the right-of way fence or boundary at any one time. Litter on the pavement is **NOT** picked up by participants. Crossing back and forth over the roadway is prohibited on two-lane rural highways.

**Multiple Lane Divided/Interstate** -- Participants working within a median area shall be restricted to the minimum number of crossings required to gain ingress and egress from the median area. It is recommended that the transport vehicle be used to transfer the participants from working on the outside shoulder area to the median area. The transport vehicle can be used as a shadow vehicle (see definition below) to protect workers and minimize the potential for accidents.

**Parking** -- Volunteer groups should park their vehicles off the roadway shoulder and as near to the right-of-way fence as possible. It is recommended that a minimum number of vehicles be used to transport participants to the litter pickup area.

**Safety Vests** -- Participants must wear the ITD supplied safety vests during litter pickup.

**Shadow Vehicle** – A vehicle used to give advance notice of work taking place through the means of either additional signing mounted on the rear of the vehicle, flashing emergency lights or a flashing rotating beacon. Shadow vehicles, when used, should be parked in advance of the work taking place or be used to follow a moving operation at a distance to give additional protection to the workers. When one large vehicle (van or bus) is used to transport the volunteers it may be parked on the shoulder closest to the litter pickup where it can act as a shadow vehicle for additional protection of the participants. This would allow parking on the inside shoulder for Median pickup or the outside shoulder for litter pickup between the shoulder and the right-of-way fence. If used as a shadow vehicle it will be required to have safety flashers or a rotating flashing beacon in operation during the litter pickup and be parked as close as possible to the outside edge of the roadway shoulder. Supplemental signing mounted on the back of the shadow vehicle may also be used to give additional advance notice to the traveling public.

**Signing** -- Traffic control signs should be mounted on temporary stands and placed adjacent to the edge of the shoulder.

**Two Lane Two Way Roadways (Figure 1)**-- Traffic control signs should be placed on both sides of the roadway where litter pickup is taking place. Signing should be at least 500 feet in advance of each end of the litter pickup section for each direction of travel. The lower edge of the sign must be mounted a minimum of one foot (1') above the roadway surface.

**Multiple Lane Divided/Interstate (Figures 2 and 3)** -- Signing should be placed on both sides of the travel lanes a minimum of 1000 feet in advance of the litter pickup area. Signs must be mounted with the lower edge of the sign a minimum of six feet (6') above the roadway shoulder. If a shadow vehicle is used for litter pickup on Interstate roadways, consideration should be given to mounting supplemental signing on the back of the shadow vehicle that restates the “Roadside Litter Pickup” message.

# TRAFFIC CONTROL PLAN FOR VOLUNTEER GROUP LITTER PICKUP

FIGURE 1

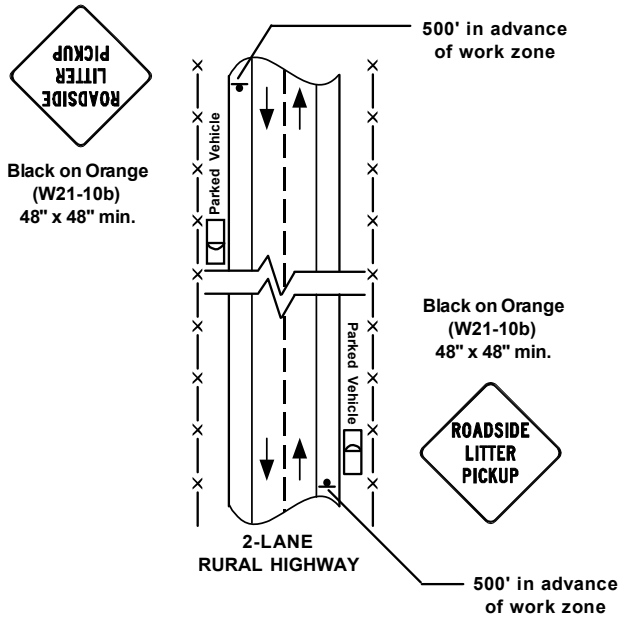


FIGURE 2

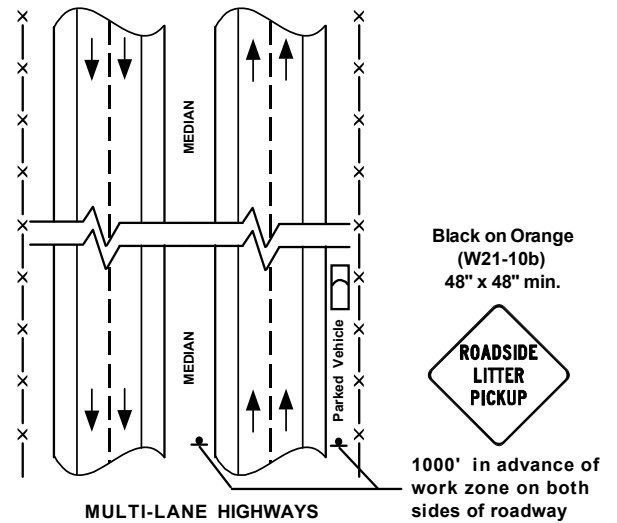
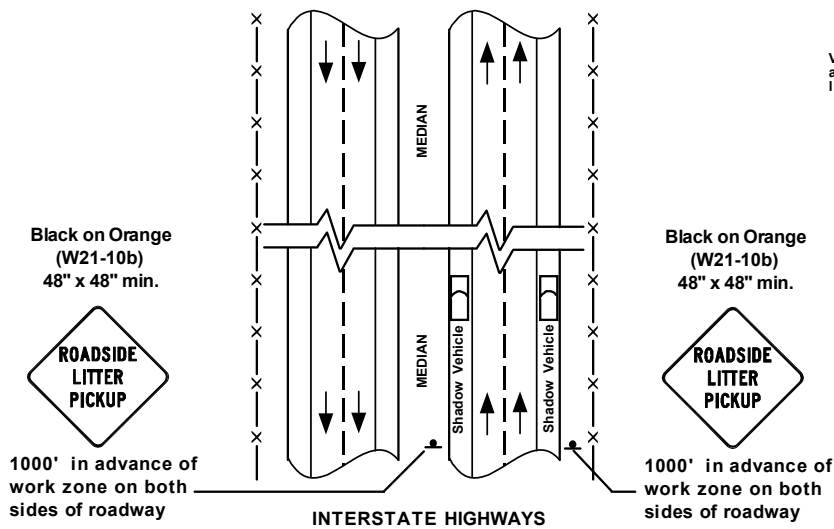


FIGURE 3



Vehicles should be parked off the roadway shoulder as near as possible to the right-of-way fence or boundary line.

Shadow vehicle should be used on outside shoulder or inside shoulder, but never both shoulders at once.

\*\* OPTIONAL \*\* Signing can be added to the back of shadow vehicles for additional advance warning.



## Safety Tips

- Have your litter pickup during daylight on fair weather days.
- Before litter pickup, review two inserts contained in your Adopt-A-Highway information packet: Traffic Control Plan for Volunteer Group Litter Pickup and Bag It, Move It, Leave It.
- Have a first-aid kit available. Put extra gloves and sunscreen in the first-aid kit.
- Wear gloves, long pants, sturdy shoes and an ITD issued safety vest.
- Headsets can interfere with your ability to hear oncoming traffic or other potential hazards and should not worn.
- Items that might cause injury, such as axes, knives, machetes, etc., should not be carried during litter pickup.
- Don't pick up litter on the roadway, bridges, in tunnels or on overpasses. These areas are especially dangerous for pedestrians.
- Stay clear of mowing operations and maintenance or construction activities.
- Be alert for snakes, stinging insects & poison ivy. Be cautious around tall grass and old logs.
- Don't try to make room in your litterbag by jumping or pushing down on it. You could cut yourself or the bag may rip and you might end up picking the litter up all over again.
- Avoid overexertion by resting when you need to and drinking plenty of water, especially on warm days.
- Never drink alcoholic beverages before or during your litter pickup.



# Bag It, Move It, or Leave It?

## Adopt-A-Highway Instructions for Handling Roadside Litter

### BAG IT

1. These items may be placed in a bag.
    - A. Small items made of paper, cardboard, plastic, styrofoam, wood, rubber, glass, or metal provided that the item does not have sharp edges.
    - B. Small, empty containers provided that the item does not have sharp edges.
- Adopt-A-Highway volunteers are encouraged to recycle.

### MOVE IT

1. These items should be placed alongside your tied bags.
    - A. Items with dull, pointed edges that might tear a bag.
    - B. Large items that would prevent a bag from being properly tied closed.
    - C. Heavy items that could tear a bag, provided that the item can be moved without causing physical injury.
    - D. Containers that are not empty *if* the contents won't spill when moved *and* you can identify the product as one that is not hazardous. If you suspect that an item contains urine, do not move it.
- If in doubt, leave the item alone.

### LEAVE IT

1. These items should be left where found without taking further action.
  - A. Sharp, large, or heavy items that could cause physical injury if moved.
  - B. Any item in an unsafe location (near traffic lanes, on unstable ground, etc.)
2. Report these items to your local ITD representative listed on the blue phone sheet provided in the Adopt-A-Highway packet. If you are unable to speak directly to an ITD employee, please leave a voice message.
  - A. Items you are not permitted to bag or move that will not be easily visible to the ITD crew collecting your tied bags.
  - B. Securely closed items containing hazardous substances. \*
3. Keep a safe distance away from the following items and do not disturb them in any way. Report these items to your local ITD representative listed on the blue phone sheet provided in the Adopt-A-Highway packet.
  - A. Any item that you cannot identify and suspect may be hazardous.
  - B. Unclosed or leaking items containing hazardous substances. \*
  - C. Items with hazardous material labels.\*
  - D. Items that could pose an immediate danger. \*

\*See back for examples

If you find any of the following items, please call your local district maintenance shed. Shed locations and telephone numbers are listed on the blue reference sheet titled “District Adopt-A-Highway Coordinators & Maintenance Sheds”. The sheet is included in the Adopt-A-Highway information/application packet and was provided to your group contact.

## Item

### Miscellaneous Items

Any item that you cannot identify and suspect may be hazardous.

### Hazardous Substances

Spills of liquid or powdery substances

Fuels

Motor oils, petroleum products

Antifreeze

Batteries

Paints

Human urine, feces, bloody waste

Syringes

### Extremely Hazardous Items

Explosives

Weapons, unspent ammunition

Items with hazardous material labels (see examples below)

Unlabeled medicines

Possible drug paraphernalia\*\*

\*\* Methamphetamine drug lab waste can be found in many shapes and forms. Propane cylinders from grills are used to transport anhydrous ammonia. This ammonia can burn your skin and cause severe respiratory damage. Other lab waste could include medicine boxes, pill residue (putty looking substance pink to red in color), respirator masks, rubber gloves, rubber hosing and clamps, pyrex glass, corning containers and other containers with rubber hoses attached.

## EXAMPLES OF HAZARDOUS MATERIALS LABELS





Idaho Transportation Department  
3311 West State Street  
P.O. Box 7129  
Boise, Idaho 83707

