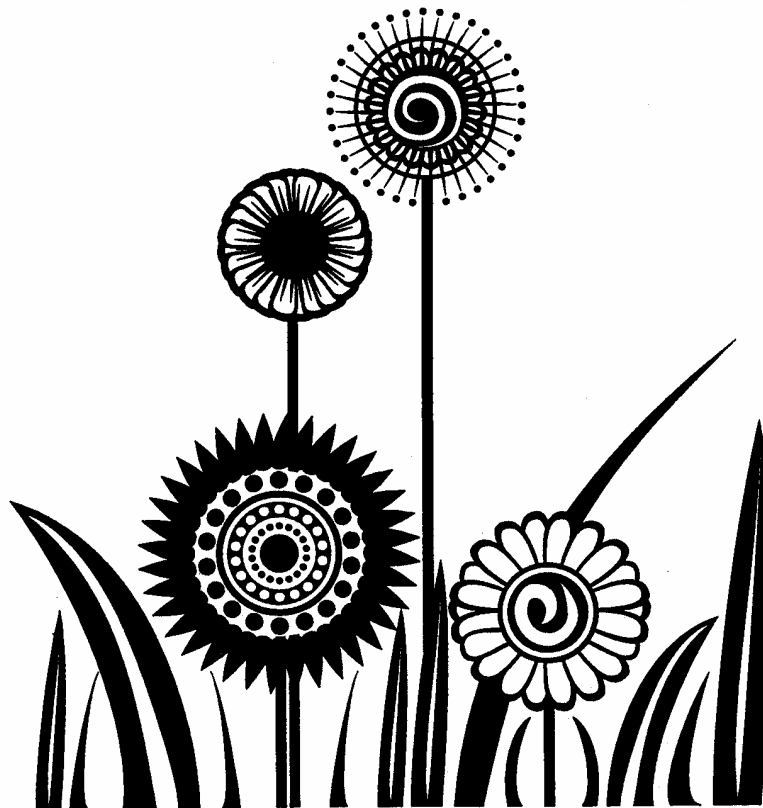




# Idaho Transportation Department Operation Wildflower





# Idaho Volunteer Services Program Agreement Terms And Conditions

Idaho Transportation Department



The Idaho Transportation Department, hereinafter called ITD, and \_\_\_\_\_

hereinafter called Volunteers (whether a volunteer group or volunteer individual), recognize the need and desirability of using volunteers for ITD-approved activities not associated with the Adopt-A-Highway Program and enter into this Agreement.

By signature below, the Volunteers, both jointly and severally, agree to the following terms and conditions:

## General Information

- Volunteers act as an independent contractor when participating in the Volunteer Services Program.
- Volunteers 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 or headquarters supervisor.
- Volunteers shall be required to sign a release form before participating in the Volunteer Services Program. Release forms will be provided to Volunteers after application approval.
- Volunteers younger than 18 years of age must have a separate release form signed by a parent or guardian before participating in any Volunteer Services Program activity. Release forms will be provided to Volunteers after application approval.
- No Volunteers shall be denied the opportunity to participate in this program because of race, sex, color, national origin, or disability.
- No Volunteers that promote racial intolerance or harassment is eligible to participate in this program.
- Volunteers are prohibited from either possessing or consuming alcoholic beverages or illegal drugs while participating in the Volunteer Services Program.
- When Volunteers are younger than 18 years of age, the volunteer group shall furnish supervision with a minimum of one adult for every 10 participants.
- Supervisors of volunteers required to operate ITD vehicles as part of their volunteer duties shall complete an ITD 1211, Supervisor's Request for ITD Driving Authorization. Volunteers shall be subject to the same rules and regulations as ITD employees when operating ITD vehicles. The Employee Safety/Risk Management section shall process applications and issue Driver Authorization Permits.

## Roadside Service

- 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 Volunteer Services Application Packet.

- All Volunteers should be aware of the possible presence of dust, exhaust fumes, plant pollens, pesticides, hazardous materials, etc., on roadsides and shall not pick up syringes, needles, dead animals, and materials that appear to be toxic, hazardous, or contaminated with blood or urine.
- Volunteers shall be responsible for maintaining a first-aid kit and adequate drinking water while participating in any roadside activity.
- Traffic control signs shall be used for roadside activities. Signs shall be obtained from ITD and properly set up prior to any roadside activity.
- Volunteers shall wear ITD-supplied safety vests during roadside activities. Volunteers picking up litter shall be responsible for placing litter in trash bags furnished by ITD. The bags shall be tied and placed on the roadway shoulder for pickup by ITD.
- Supplies and materials shall be obtained from ITD during regular business hours and returned to ITD within one week following the roadside activity.

**Responsibilities of ITD**

- ITD will provide safety vests, trash bags, traffic control signs, and safety literature for the use of Volunteers participating in roadside activities.
- To the extent possible, ITD will remove filled trash bags from the roadsides the first ITD workday following the litter pickup.
- ITD will provide wildflower seed for pre-approved participation in Operation Wildflower.
- ITD will supply materials required for effective graffiti removal.
- ITD will supply all tools and supplies for curating archaeological and historic artifacts.

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Location of Service

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Type of Service	Date(s) of Service
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Authorized Volunteer Signature	District Engineer or Headquarters Supervisor Signature
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**Termination of Volunteer Services Agreement**

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Termination Date	Signature of ITD Supervisor
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Number of Volunteers	Total Hours Volunteered
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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)	



# 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

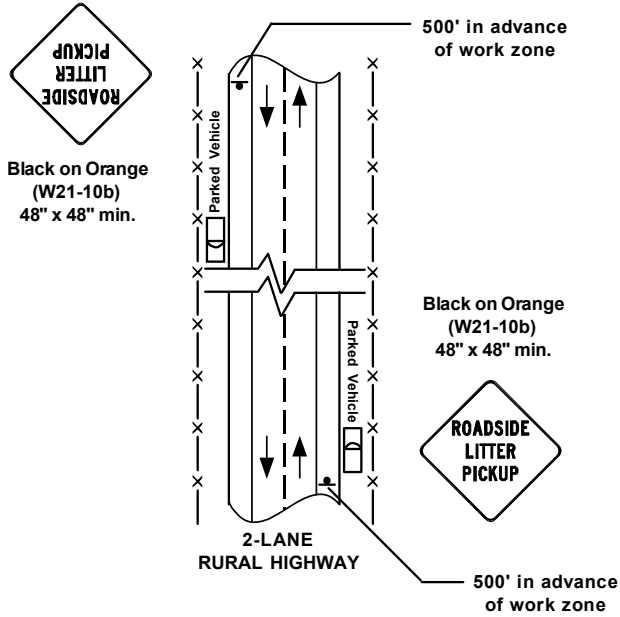


FIGURE 2

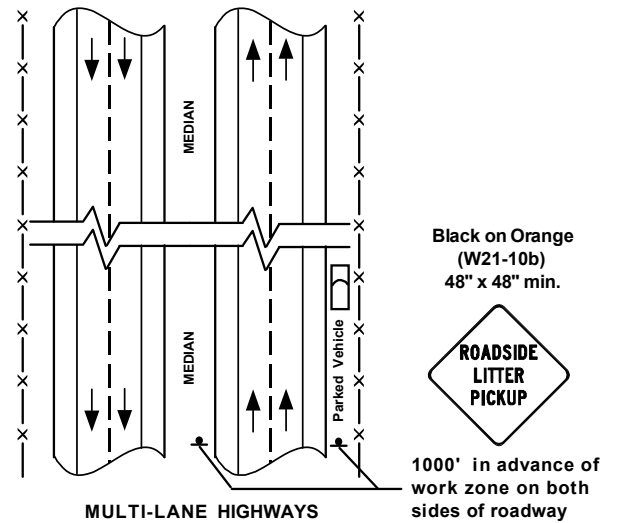
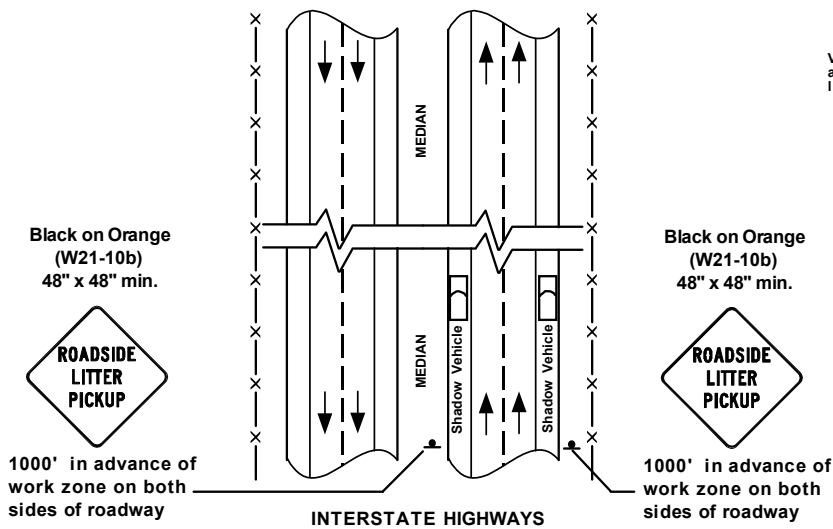


FIGURE 3



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.