

Idaho Transportation Department

Adopt A Highway Web Application User Guide

Review highway segments currently available for adoption at: [Adopt A Highway Routes & Registration](#)

To search a specific highway within the displayed Highway District or County click on the District Name.

(See example screen view below)

Adopt A Highway:
To view sections of roadway available for adoption, please click on the district below:

<p>District 1 - North Idaho Counties: Benewah, Bonner, Boundary, Kootenai, Shoshone</p>	<p>District 2 - North-Central Idaho Counties: Clearwater, Idaho, Latah, Lewis, Nez Perce</p>
<p>District 3 - Southwest Idaho Counties: Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Washington, Valley</p>	<p>District 4 - South-Central Idaho Counties: Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, Twin Falls</p>
<p>District 5 - Southeast Idaho Counties: Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida, Power</p>	<p>District 6 - East Idaho Counties: Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Teton, Madison</p>

***NOTE:** Although we make every effort to provide accurate road segment availability, applications are approved throughout the week and availability changes.

Once the District is selected, the Highways within the area will display. To search, enter the highway number in the "Search Here" field. **Please note the District and mileposts you wish to apply for**, as this info will be needed during the application process.

District 1 - North Idaho:

Counties: Benewah, Bonner, Boundary, Kootenai, Shoshone

Available sections of roadway: RESET SEARCH

Route	Starting Milepost	Ending Milepost
90	0	1
I-90	1	2
I-90	12	13

You must have a registered account to use the other functions of the ITD Adopt A Highway Online Application. The web application is located on the ITD website at:

- [Adopt A Highway Routes & Registration](#)

Adopt A Highway

Register as a new User/Login:



Register



Log in

If you are new to the program begin at “Register”. If you have an Adopt A Highway group begin at “Log In”.

1. New applicants should select “Register” and existing groups should select “Log In” (enter the email address for the group contact of record and skip to step 3, set up a password).
2. Enter the email address for the group’s main contact. This will be your groups sign on (it can be changed later if the group contact changes).
3. Create a password. Passwords must be a minimum of six (6) characters and include one (1) alpha character with at least one (1) alpha character being upper case, one (1) numeric character and one (1) special character.
4. A confirmation link will be sent to the email used to create the account. Click on the link to complete access to your groups account.

Once an account has been created and confirmed the Adopt A Highway Group Contact can access the account by selecting the Log In feature.

≡ Adopt-a-Highway Program

Register as a new User/Login:



Register



Log in



To Log in enter the email address used to create the account and the password.

To Apply for an Adopt A Highway Route (or additional routes if your group already participates in the program):



1. Select the Adopt A Highway Application button.
2. Complete all fields.
 - a. The Group Name entered must match the group’s highway recognition sign. Combined letters and spacing cannot exceed 36 characters/spaces. Signs may not include addresses, directions, phone numbers or website addresses *unless* the website address is the company name *and* registered as a legal business entity name with the Idaho Secretary of State’s office.

Group Name*

ILMO Heather and Douglas |

Limited to 36 characters

Note: This initial screen does not allow for the contact email address to be edited or changed. Instructions to edit or change this info can be found at the end of this document.

Pickup type is defined as either:

- i. A 2 year Litter Pickup contract- we will post highway signs with the group’s name as shown on the application. Contracts may be renewed after two years by mutual agreement.
- ii. One-Time Litter Pickup. This is an opportunity to clean a specific, non-occupied section of the highway once. No highway signs are posted.

Pickup type*

--Select--One

--Select--One

Adopt a Highway Litter Pickup 2 year contract

One Time Litter Pickup

- Select the Highway and mileposts you wish to adopt. You may view the highways and mileposts by clicking on View Routes In Maps to display a map of the State Highways along with mileposts. Cities and counties will also show.

Note: Operation Wildflower information can be found at:

<https://itd.idaho.gov/road-mtce/?target=volunteer-activities>

This program is not available in all areas. We will respond with availability after the application is received.

Route Information:

Total Number Of Participants In Group*	Number of Participants under the age of 18
22	0
Pickup type*	
Adopt a Highway Litter Pickup 2 year contract	
Please select LitterPickup type	
<input checked="" type="checkbox"/> Include Operation Wildflower (Wildflower seeding program not available in all areas)	
Desired District*	Desired Route*
District 5 - Southeast Idaho	I-15
Please select the district	Disclaimer: Route availability changes daily
Starting Milepost - Ending Milepost*	VIEW ROUTES IN MAPS
6 - 8	
Please select available roadway segment	
Proposed Beginning Service Date*	Proposed Ending Service Date*
4/5/2024	4/1/2026
SAVE & EXIT!	
NEXT	

Highways showing milepost in View Routes In Maps



- The Proposed Beginning Service Date is the month you wish to start picking up trash, not the application date. The Proposed Ending Service Date will default to the 2 year contract expiration date.
- You may click save and exit to complete the application at a later time. This does **NOT** save the route selected.
- Click the Next button to advance to the Sign Board info tab. The 'Sign Board' is the highway sign. The highway sign must match the name of the group on the application exactly.

7. The boxes are used to show the words and spacing should appear on the sign. Use one character per box, show spacing by leaving a box blank. All sign requests with more than 2 lines will need approval by the ITD Sign Shop. We hope to accommodate all requests and will contact the group when we cannot. (See example below of spacing use).

Provide your preferred sign below: (subjected to approval & maybe modified as per constraints)
Only special characters like , ; and - are allowed if necessary

Sign: Line 1

				I	L	M	O				
0/1	0/1	0/1	0/1	1/1	1/1	1/1	1/1	0/1	0/1	0/1	0/1

Sign: Line 2

H	E	A	T	H	E	R		A	N	D	
1/1	1/1	1/1	1/1	1/1	1/1	1/1	0/1	1/1	1/1	1/1	0/1

Sign: Line 3 (Needs special approval for line 3)

			D	O	U	G	L	A	S		
1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	0/1

◀ PREVIOUS

NEXT ▶

8. Once you have completed the sign information, click 'Next' to select the group type and to electronically sign the application.

Volunteer Group Type:

Desired Volunteer Group*

Family/Individual

- Family/Individual
- Employee/Private
- Employee/Public
- Civic/Fraternal
- Law enforcement Adult
- Law enforcement Juvi

9. The next section, "Agreement", aka the Program Terms and Agreement, is the contract. It will autofill the Group Name and contract dates from the prior page entries. Read through each section and sign the contract on the Agreement 3 page.



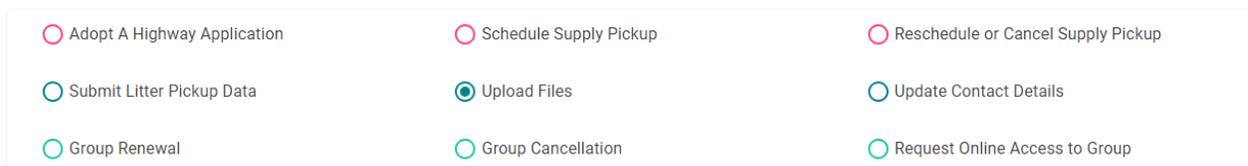
10. You will receive an email stating the application has been submitted for review. The email will include a line asking the group to log in and upload signed Release of Liability forms

Upload Signed Documents

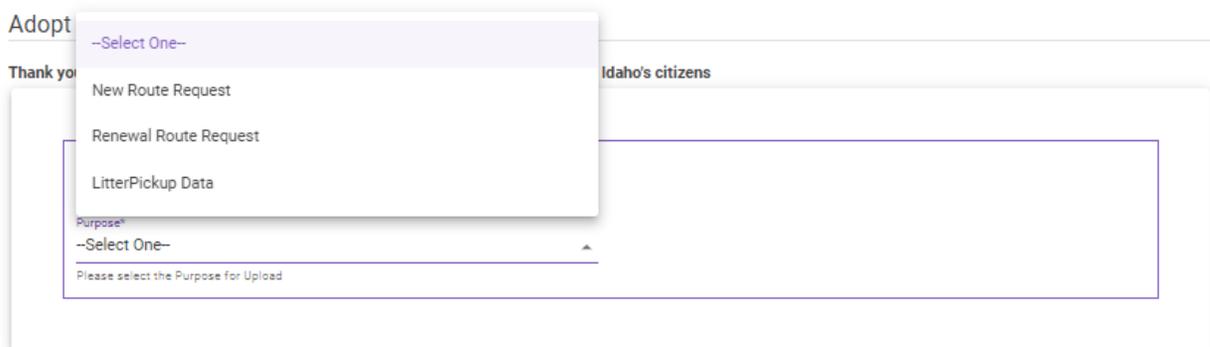
A Release of Liability form for at least the group's contacts listed on the application is needed for the application to be approved. Once the application has been approved a Release of Liability is needed the first time a person 18 years of age or older participates in a litter pickup activity. The completed form is then good for the continuum of the group's contract. It is the responsibility of the group contact to have the Release of Liability form signed by each group member prior to any participation in the program (this may legally protect ITD and the group leaders from legal action) but may be submitted after the activity (normally collected at the meeting place for the activity).

Members under the age of 18 must have an ROL form for Minors signed by a parent or legal Guardian PRIOR to **EACH** activity they participate in. Once the member turns 18 they sign the adult version to keep on file.

Release of Liability Forms may also be uploaded to the groups file by selecting the Upload Files feature on the home page.



Click on why the form is being submitted:



- a. New Route Request- To complete the initial group application process.
- b. Renewal Route Request- Use this selection to add Release of Liability signatures for new participants.

- c. Litter Pickup Data- Not for Release of Liability Forms, use if you wish to upload the paper CleanUp Report cards instead of completing the report online (yes, the ap includes that feature! More info further on).

Request/Scheduling the Pickup of Litter Pickup Supplies:

1. Select the Schedule Supply Pickup button:

<input type="radio"/> Adopt A Highway Application	<input checked="" type="radio"/> Schedule Supply Pickup	<input type="radio"/> Reschedule or Cancel Supply Pickup
<input type="radio"/> Submit Litter Pickup Data	<input type="radio"/> Upload Files	<input type="radio"/> Update Contact Details
<input type="radio"/> Group Renewal	<input type="radio"/> Group Cancellation	<input type="radio"/> Request Online Access to Group

2. Complete the information page by selecting your adopted highway and mileposts (we have many groups with more than one adopted route). Indicate how many bags, vests and highway traffic alert signs are needed (minimum 2, one for each highway direction) and the date you'd like to pick up the supplies. A week's notice is needed.
3. Select the location you wish to pick up the supplies from. The limited hours supplies can be picked up will display in the Approximate Time of Supply Pick Up. Supply pick up hours are limited as shed personnel spend the majority of their time completing roadwork.

Note: Once you click on a pickup location, the location address will automatically populate.

Supply Pick up Location*	Supply Pick up Address
Banks	1500 Banks Grade Banks, ID 83602

4. Tell us how many people you estimate may be participating (must equal or be lower than the amount of vests requested). Indicate if blank Participant Waivers (Release of Liability forms) should be emailed to the group contact.
5. Complete the Contact information in case we need to make contact (shed closure due to roadside emergency).
6. Click on submit to send the request to ITD.

Adopt A Highway Member:

Thank you for your continued support of the Idaho Transportation Department Adopt A Highway Program. If you are wanting to obtain the **required supplies: vests, MUTCD signs and materials** for your Organization's work day, please complete the following information.

Contact Information:

Registered Organization ILMO Heather and Douglas	Approximate number of litter bags requested* 3
Approximate number of safety vests requested 3	Approximate number of traffic control signs requested 2
Supply Pick up Location* Montpelier	Supply Pick up Address 21762 US-30
Supplies Needed Date(Supply Pick up) 4/3/2024 <small>Must be atleast after 6 working days</small>	Approximate time of Supply Pick up* 07:00 AM
Supplies Drop off Date(Supply Drop off)* 4/3/2024 <small>Must be within 7 working days after Supply Pick up</small>	Approximate time of Supply Drop off* 04:00 PM
Total number of Participants* 3 <small>New participants must fill out a Participant Waiver every cleanup</small>	
Number of Participants under the age of 18 0 <small>Participants under 18 must fill out a Participant Waiver every cleanup</small>	
Do you need additional participant waivers? (Required for all participants - Under 18 every year) <input checked="" type="radio"/> Yes <input type="radio"/> No	
Contact First Name* Marjorie	
Contact Last Name* Critchlow	
Mobile* 5093421437	

You will receive an email confirming we have received your request. After reviewing your request you will receive a second email confirming or denying the request. Reasons for denial are the requested date/time is outside of operating hours (holidays) or we didn't have enough supplies to cover your request because another group may have submitted a request for the same time frame.

For any questions on supply locations please contact your Volunteer Services Coordinator. Contact information is located on our website at:

<https://itd.idaho.gov/road-mtce/?target=volunteer-activities>

RESCHEDULING A SUPPLY PICKUP REQUEST OR CANCELLING THE REQUEST:

1. Select the Reschedule or Cancel Supply Pickup button.

<input type="radio"/> Adopt A Highway Application	<input type="radio"/> Schedule Supply Pickup	<input checked="" type="radio"/> Reschedule or Cancel Supply Pickup
<input type="radio"/> Submit Litter Pickup Data	<input type="radio"/> Upload Files	<input type="radio"/> Update Contact Details
<input type="radio"/> Group Renewal	<input type="radio"/> Group Cancellation	<input type="radio"/> Request Online Access to Group

2. Select the route in need of supply request changes.
3. This feature allows you to request a change to the date and time only. If you need to changes locations, click on cancel and create a new “Schedule a Supply Pickup” request.

Supply Pick up Location Montpelier	Supply Pick up Address 21762 US-30
Rescheduling Supplies Needed Date(Supply Pick up)* 4/3/2024	Approximate Time of Supply Pick up* 07:00 AM
<small>Must be later than previously scheduled Supply Pick up date</small>	
Supplies Drop off Date(Supply Drop off)* 4/3/2024	Approximate Time of Supply Drop off* 04:00 PM
<small>Must be within 7 working days after Supply Pick up</small>	
<input checked="" type="checkbox"/> Cancel Pickup	

4. Click on submit. The group contact will receive an email confirming receipt of the request. After review of the request the group contact will receive an email confirming or denying your request.

Submitting Litter Pickup Reports (formerly called CleanUp Reports):

<input type="radio"/> Adopt A Highway Application	<input type="radio"/> Schedule Supply Pickup	<input type="radio"/> Reschedule or Cancel Supply Pickup
<input checked="" type="radio"/> Submit Litter Pickup Data	<input type="radio"/> Upload Files	<input type="radio"/> Update Contact Details
<input type="radio"/> Group Renewal	<input type="radio"/> Group Cancellation	<input type="radio"/> Request Online Access to Group

1. Click Submit Litter Pickup Data.
2. Verify the correct group name and highway route is displayed (as some groups have multiple routes under the same account name).
3. Complete the Litter Pickup Information section with the litter pickup date, the total number of participants, hours worked, number of trash bags filled, and if separated out how many bags of recycling you are taking with you (any funds from recycling completed by the group stays with the group but still needs tracked with the total amount of trash collected).
4. The comment line is used to inform ITD of any large items that are placed near the bags, any obstacles that prevented the litter pickup that ITD needs to be aware of, animal carcasses needing addressed by ITD, etc.
5. Complete the Safety Meeting information. This is the date you went over the required safety information with your participants.
6. Next list all the participants that assisted with this cleanup so we may verify we have a completed Release of Liability on file.

Contract Renewal

1. The group contact will receive an email prior to the two (2) year Adopt A Highway contract expiration date. To complete the renewal application sign in to the web application and select the Group Renewal button.



2. Complete updates to any information displayed as needed.

You cannot update the main contacts email address here as it is the account log on. To change email address please select Request Online Access to Group (more information further on).

If the Adopt A Highway Group Name needs changed, please check the box 'Change Group Name", and contact your coordinator.

The route cannot be changed during the Group Renewal Process. If you wish to change your route please contact the district office so we can coordinate moving your highway signs.

Contact Information:

Date

3/22/2024



Group Name*

ILMO Heather and Douglas

Limited to 36 characters

25 / 36

 Change Group Name

Disclaimer: All group name changes must be reviewed & approved by ITD*

First Name*

Sandra

Last Name*

Conner

Mailing Address*

13304 E DARTH TAZ WAY

City*

Boise

State*

Id

Zip Code*

83705

Mobile*

2083431000

Ex:1234567890

Email Address*

judi.conner@itd.idaho.gov

Cannot modify. If you want to change email address please use Change Email option given above

Alternate Representative Information-Required for all Organizations

First Name*

Marjorie

Last Name*

Critchlow

Mailing Address*

113 S Utah St

City*

Dry Creek

State*

Id

Zip Code*

83301

Mobile*

5093421437

Ex:1234567890

Email Address*

judi.conner@itd.idaho.gov

Ex:user@domain.com

Route Information:

District No.

District 5 - Southeast Idaho

This Route is registered to the logged in user

The renewal application will be reviewed by ITD. Groups who have not reported the required (for all groups, no exceptions) minimum two (2) yearly litter pickups will be renewed on a case by case basis. If your route was under construction and not accessible please send us a note. Your route may be near the Canadian border and the administrative person at ITD in Boise. We may not be aware of this situation.

An email will be sent to the groups confirming the renewal. The email includes a link to the group's recognition certificate for printing.

Click on Group Renewal.

Adopt A Highway Application

Schedule Supply Pickup

Reschedule or Cancel Supply Pickup

Submit Litter Pickup Data

Upload Files

Update Contact Details

Group Renewal

Group Cancellation

Request Online Access to Group

There will be a button, View Group Certificate, click here to



You may print your group’s recognition certificate from this screen.

Voluntary Route Cancellation

Select the Existing Group – Cancellation, Adopt A Highway button.

<input type="radio"/> Adopt A Highway Application	<input type="radio"/> Schedule Supply Pickup	<input type="radio"/> Reschedule or Cancel Supply Pickup
<input type="radio"/> Submit Litter Pickup Data	<input type="radio"/> Upload Files	<input type="radio"/> Update Contact Details
<input type="radio"/> Group Renewal	<input checked="" type="radio"/> Group Cancellation	<input type="radio"/> Request Online Access to Group

1. Complete the requested information.
2. The group contact will receive an email confirming the request has been received.
3. The group contact will receive an email confirming the cancellation request has been completed.

Adopt A Highway Member:

Thank you for your participation in the Adopt A Highway Program. It benefits all of Idaho's citizens.

Cancellation:
Your Adopt A Highway signs will be removed and the site will become available for adoption after your current contract expires. Thank you for your participation in our Program. We look forward to working with you again in the future.

Email Address* Date*

Cannot modify. If you want to change email address please use modify personal details option given above

Route Information:

Desired District* Please select the registered Route*

Please select the district

Starting Milepost - Ending Milepost*

Please select the registered roadway segment

Print your full Name

To Modify Personal Details (change of group contact phone number, address, etc for an existing contact):

Log into your account and click on the Change Email button.



By using the buttons to the left the current group contact to edit their phone number and password.

Manage your account

Change your account settings

Profile

Email

Password

Change password

Rectangular Snip

Current password

New password

Confirm new password

Update password

Request Access:

When a change in the group contact information is needed, select the Request Online Access to Group tab.



1. You will prompted to select your district.
2. Select the volunteer group.
3. The screen will auto populate the original email address associated with the account.
4. Complete the First and Last Name fields with the NEW contact information and submit.
5. An Adopt a Highway Coordinator will contact both you and the prior contact to at the prior contacts information of record to verify the request before approving any changes. If the prior contact is not available we will discuss alternatives to verify such as a request on business letterhead.