



ADOPT A ROAD PROGRAM GUIDELINES

The volunteer program relies on the common sense and responsibility of individual participants. Participants should be aware that they are working in a potentially hazardous environment and diligently follow all safety rules.

GROUP LEADER SHOULD BE RESPONSIBLE FOR THE FOLLOWING:

- Notifying Nevada County Public Works to pick up trash bags after a clean up event using the online service request portal: <https://nevadacountyca.portal.iworq.net/portalhome/nevadacountyca>
- Scheduling four (4) cleanup events per calendar year.
- Maintaining the equipment provided by the Public Works Department. Reach out to Public Works staff to request more bags as needed.
- Notifying Public Works staff about changes in volunteer crew. Submit updated volunteer waivers as needed.
- Confirming that all participants have read and signed volunteer waiver form as well as watched the safety training video prior to participating in a cleanup event.
- Ensuring that all volunteers are at least 18 years of age.

CalTrans Safety training video: https://www.youtube.com/watch?v=I3Mmh_z_frM0&feature=youtu.be.

- Note that the training video has been provided by CalTrans for the CalTrans Adopt-A-Highway program. Not all items may be applicable to Nevada County. Group Leader should use good judgement and common sense when referring to items in the video that may not be applicable to all situations or may need to be adjusted while retaining safety precautions as needed

VOLUNTEER REQUIREMENTS:

- Volunteers must be at least 18 years of age.
- Complete waiver form and watched online safety video prior to participating in cleanup events.
- All Participants must view the online Safety training video at:
https://www.youtube.com/watch?v=I3Mmh_z_frM0&feature=youtu.be

SCHEDULING CLEAN-UP DAYS

- Clean-up days must be scheduled with the Public Works Department via a work order opened through the online service request portal at:
<https://nevadacountyca.portal.iworq.net/portalhome/nevadacountyca> and at least 48 hours in advance of the scheduled date to allow the Public Works Department the ability to track the number of required clean-ups throughout the year.

SAFETY INSTRUCTIONS, GEAR AND CLOTHING:

- Participants must always wear orange vests when on the roadside. Safety Gear is to be put on prior to entering the roadside.
- It is recommended that participants wear gloves and safety glasses (not supplied by County) as an additional precautionary measure.
- Wear long pants and sturdy shoes or boots.
- Light colored clothing, long sleeve shirts and sunscreen and sunglasses or safety goggles are suggested.
- Do not regulate traffic in any manner. Remain off the roadway and away from traffic.
- Earbuds, earphones, radios, cellular phones or other electronic devices that may be a distraction are not allowed at work-site.

WHEN ON FOOT:

- Exit and enter your vehicle on the side away from traffic whenever possible.



- Walk and work facing oncoming traffic whenever possible - be alert and keep an eye on traffic.
- Do not walk on the roadway, shoulders or bridges.
- Do not enter underground drainage facilities.
- Use caution when crossing conventional highways and use crosswalks and signals where available.

WORK HABITS:

- Discontinue your work before dusk.
- Avoid overexertion and drink plenty of water.
- Do not work when it is raining, foggy, when the road is wet or icy, in extreme heat or cold or when weather conditions are not ideal.
- Do not consume alcoholic beverages or drugs before entering, or while on the County Road.
- **Do not touch potentially hazardous materials such as powders, chemicals, weapons, or sharp objects. When such items are found, please contact Environmental Health at (530) 265-1222 Option 3.**
- **In the case of dead animals, contact Animal Carcass Removal at (530) 575-1985 (text) or (866) 478- 3323.**

ACCESS PARKING:

- Carpooling is encouraged to minimize the number of cars at the work-site.
- Vehicles used to transport workers or materials to the roadway work areas may be parked on the right-of-way if they are parked completely off the pavement and at least six-feet from the traffic lane.
- Never park on a bridge or on any other structures.
- Do not park in grassy areas where your vehicle's exhaust system could start a fire.
- Do not use your emergency flashers when parked.
- Improperly parked vehicles may be ticketed or towed.
- When you leave a road work-site in your vehicle, use your signals, consider the speed of traffic, wait for an adequate gap in traffic and pull onto the pavement carefully - once on the pavement, accelerate smoothly.

COLLECTED TRASH AND DEBRIS:

- Trash bags should be filled at least $\frac{3}{4}$ full to conserve supplies.
- Trash bags and other debris should be consolidated as much as possible
- Communicate to Public Works using the online service request portal at <https://nevadacountyca.portal.iworq.net/portalhome/nevadacountyca> , where debris piles are left. Provide details such as if piles contained unusually large objects such as tires, automobile parts, mattresses, and furniture. Photos can be helpful.

If you have any questions about these guidelines or the program, please contact the Nevada County Public Works Department at (530) 265-1222 Option 5 or by email at public.works@nevadacountyca.gov