

ADOPT-A-ROAD PROGRAM

The purpose of this letter is to introduce your organization to a local program that can utilize your resources to benefit not only your business, service club or group, but also can benefit the environment, improve the image of our community and help Crawford County Road Commission.

If you have ever wondered how you or your organization can help protect our environment, help with the community recycling effort or work on conservation in your own community, this program may be right for you.

If you ever wondered how you can utilize new methods of advertising, increase community recognition, improve public relations or even recruit new members, this innovative program may suit your needs.

Crawford County Road Commission is modeling a program after the popular State of Michigan "Adopt-A-Highway" program. Our program will provide your group with roadway signs, after the first pick up has been completed, indicating your organizations involvement in the "ADOPT-A-ROAD" program. In return, we will ask your group to perform roadside pickup two (2) times per year on routes chosen by your organization. This can be an easy, fun way of promoting your organization, while making a visible and noticeable effort to improve our community.

If you would like details regarding this program, please feel free to contact us at Crawford County Road Commission. The routes will be assigned on a first-come, first served basis. Call now to reserve your routes.

Sincerely,

Crawford County Road Commission

ADOPT A ROAD

APPLICATION FOR USE OF ROAD COMMISSION RIGHT OF WAY

Crawford County Road Commission
500 Huron Street Grayling, MI 49738
989-348-2281
www.crawford-crc.com

SEE ATTACHED FOR PERMIT CONDITIONS

APPLICANT (Name of Organization, Group, Family, Individual)

ADDRESS

CITY

STATE

ZIP

CONTACT PERSON

PHONE NUMBER

CELL PHONE NUMBER

REQUESTED ROAD

FROM

TO

TOWNSHIP

START YEAR

APPLICANT / AUTHORIZED AGENT (Signature)

DATE

Agrees to All Conditions of the Application

FOR ROAD COMMISSION USE --- DO NOT WRITE BELOW THIS LINE

Approved By _____

Date _____

CRAWFORD COUNTY ROAD COMMISSION

ADOPT-A-ROAD

SIGN WORDING

Please indicate below the exact wording as it is to appear on the road sign for your organization. Crawford County Road Commission will have the sign prepared, after the initial pick up, as indicated below. You are allowed a total of forty (40) characters, including spaces.

The acknowledgment on the sign may be placed on two (2) lines, depending on the length of the wording.

If you have any questions, please call before returning the form to us for processing.

ADOPT-A-ROAD

ROAD SIGN APPROVAL FORM

I verify that the above listing is the correct wording and spelling to be used on our Adopt-A-Road sign.

Name (print & sign)

Name of Organization (Print)

Date

CRAWFORD COUNTY ROAD COMMISSION
ADOPT-A-ROAD

Organization sheet
(Please print)

Organization _____

Contract Person _____

Assigned Route _____

Participant list on file _____

Date Assigned _____

	Pickup #1 May	Pickup #2 September
Scheduled:	_____	_____
Completed:	_____	_____
Vests Received/Returned (#)	_____	_____
Warning Letter:	_____	_____
Revoked/Cancellation:	_____	_____

CRAWFORD COUNTY ROAD COMMISSION
ADOPT-A-ROAD
PERMIT CONDITIONS

This permit is being issued subject to the following conditions:

1. This permit grants to the permittee only those rights specifically stated and no other.
2. Issuance of this permit does not relieve permittee from meeting any and all requirements of law, or of other public bodies or agencies.
3. Any operations in the county road right-of-way not covered by permit and the appropriate Road Commission specifications are in violation of the jurisdictional authority of the Road Commission with respect to the control of the county road right-of-way unless approved by the County Road Permit Agent. Any change or alteration in the permit activities requires prior approval of the Road Commission and may require a new permit.
4. The permittee shall be responsible for the cost of restoration of the Road Commission facilities and right-of-way determined by the Commission to be damaged as a result of the activities of the permittee.
5. The permittee shall hold harmless the Crawford County Road Commission, Board of County Road Commissioners, and employees thereof against any and all claims for damages arising from operations covered by this permit.
6. This permit is not assignable and not transferable unless specifically agreed to by the Road Commission.
7. The permittee, upon request of the Road Commission, shall immediately cease operations and surrender this permit.
8. Participants must hold a safety meeting once a year prior to the first pickup, conducted by the adopting group. All participants must sign a form acknowledging the training. Forms shall be kept on file at the Road Commission office.
9. All participants must wear a Crawford County Road Commission supplied yellow/green vest with reflective stripes while working in the right of way. The group shall replace any vests at its own expense which are lost or not returned in good condition.
10. Group participants must be a minimum of twelve (12) years old unless otherwise approved. Participants under the age of 18 years old must have adult supervision at a rate of 1 adult to every 3 children.
11. All liters must be placed in bags provided by Crawford County Road Commission. Objects too large/heavy to be bagged shall be placed next to the bags. Full bags must be placed on the grassy area next to the shoulder for pickup. No bags or objects shall be placed on the shoulders of the highway.
12. The Road Commission will provide, install and maintain signs, noting the program and the participant. Only two identification signs per adopted section are allowed. These will be located near the beginning point from each direction. Groups wanting more signs will not be allowed to pay for additional signs. Missing or vandalized signs will be replaced one time only.
13. Groups must consist of at least three people to participate in the ADOPT-A-ROAD PROGRAM. The groups primary and secondary contact information must be supplied on the permit application.
14. Groups failing to follow the guidelines or not participate in the trash pickups for two periods of the year will have their permit revoked and the sign designation removed. That particular section of right-of-way will then be available for another group to adopt. The Crawford County Road Commission will retain the right to revoke any permit at any time.
15. All vehicles shall be parked well off the right-hand shoulder so as not to obstruct traffic and in accordance with posted restrictions.
16. Groups must notify the Road Commission if they intend to drop the program. All safety vests and unused garbage bags must be returned to Crawford County Road Commission when a group withdraws from the program.

WELCOME TO THE TEAM

ADOPT-A-ROAD

General Safety Rules:

- * Highway traffic travels at high speeds, and most drivers don't expect to see crews working along the roadside. Be alert and use good common sense at all times.
- * Crew members should be in good health with good sight and hearing.
- * Crew members must be at least 16 years of age unless otherwise approved.
- * One person should be designated crew leader to ensure the safety rules are followed by everyone.

Safety Rules:

- * Carpool to the site to reduce the number of vehicles on the roadside.
- * All vehicles should be parked well off the right shoulder. Do not park on paved shoulders.
- * Parking is not allowed along curves, on bridges, near or under overpasses, or in the medians.
- * All occupants in vehicles should exit and enter the vehicle on the side opposite the traffic.
- * Keep vehicles on the same side of the highway as crew members.
- * Work only one side of the road at a time.
- * Knives, machetes, axes, etc., should not be carried by crew members.
- * Do not overfill or compact trash bags because of the danger of injuries from broken or jagged objects. Fill bags with what goes in easily, and then start a new bag.
- * Keep crews together for better visibility to motorists.

Protect yourself and other crew members:

- * Face oncoming traffic as you work whenever possible. Be prepared to move out of the way of vehicles in an emergency.
- * Stop working in bad weather, especially when there is poor visibility and wet or icy roads.
- * Working during daylight hours.
- * Avoid overexertion. Drink lots water, especially on hot, humid days.
- * Post a person to look out for traffic dangers.
- * **Have a refresher session on safety awareness each time a crew goes out.**
- * Never walk on the highway.
- * **Avoid the use of headsets.**
- * All workers must wear orange vests while working on the roadside. Other clothing should be light-colored for increased visibility.
- * Wear gloves
- * Watch your footing. Wear substantial leather shoes or boots with good ankle support. Stay off loose stones and steep slopes.

Avoid:

- * Contact with poison ivy, poison oak, and other noxious weeds.
- * Areas which are being mowed or where other construction or maintenance activities are being conducted.

And Please:

- * Do not pick up discarded syringes or hypodermic needles.
- * Do not try to remove unknown or suspected toxic substances. Notify the Road Commission or the police, of the location of these items immediately.
- * Do not enter the roadway or the shoulder areas to pickup trash.

In Case of an Emergency:

- * Every crew member should have an adequate first-aid kit. Be prepared for serious injury.
- * Select an emergency room-hospital and know the route to it from the work area.
- * Every crew member should have transportation immediately available.
- * Use a vehicle with a mobile telephone or CB radio if available.