



## ADOPT-A-HIGHWAY VOLUNTEER PROGRAM PARTICIPATION GUIDELINES

**The following guidelines apply to the Texas Department of Transportation's (TxDOT) Adopt-a-Highway program (AAH):**

- Program participants must agree to hold the department harmless and agree not to hold the department responsible for any injuries that they may suffer or damages they may cause or suffer as a result of participation in the Program.
- The department may consider such factors as width of right of way, geometrics, congestion, and sight distance of roadways in determining what sections of highways shall be eligible for adoption. In no circumstance is a section of interstate highway eligible for adoption.
- Participation in the volunteer program is open to members or employees of civic and nonprofit organizations; employees of private businesses and governmental entities; families; and individuals.
- A group must be located or reside in the county or county adjacent to the county in which the adopted section is located.
- An individual or group may adopt a section as a memorial to an individual who has died as a result of a motor vehicle accident. The adopting group must include family members of the individual in whose memory the section of highway is adopted. All applicable provisions for this program apply to memorial adoptions. Sign will include "In Memory of" and the name of the individual in whose memory the section is adopted.
- School and college groups must include contact information for a faculty/staff advisor.

### **Adopt-a-Highway sign name guidelines:**

- Signs must state the group name or acronym
- Signs for businesses must include "members", "employees," "volunteers" or an equivalent to recognize the work of the volunteers
- Use "In Memory of" on memorial adoption signs for individuals who have died as a result of a collision on a Texas highway
- Spell out names for fraternity and sorority organizations. Signs do not include Greek letters.

### **Signs cannot:**

- Include the full name or official title of an elected official
- Reflect group names that are directly or indirectly responsible for influencing the outcome of any election or legislation
- Include slogans, advertisements, phone numbers, website/email addresses or directions (unless it is the legal business name)
- Include logos or icons



**The group will:**

- Not perform a cleanup until after their group signs are mounted on the road segment
- Obey and abide by all laws and regulations relating to safety and such other terms and conditions as may be required by the District Engineer for special conditions on a particular adopted section.
- Adopt a section of roadway that is a minimum of two centerline miles in length for a minimum of two years, unless the District Engineer determines a shorter length of roadway is in the best interests of the Department.
- Pick up litter a minimum of four times a year at approximately quarterly intervals and at such additional times as required by the District Engineer, unless the District Engineer determines that a lesser amount is adequate to maintain an acceptable right of way. It is desired that one of these pickups occur during the Department's annual "[Don't Mess with Texas Trash-Off](#)" events in April.
- Appoint or select an authorized representative and alternate to serve as spokesperson for the Group.
- Furnish adequate supervision by one or more adults for minor participants of a group who are 15 years of age and older, with at least one adult for every three children who are seven to 14 years of age. Children under the age of seven may not participate in the program.
- Conduct or attend at least one safety meetings per year and ensure all participants attend a safety meeting .
- Watch the Adopt-a-Highway [Safety Video](#) before participating in a cleanup of the adopted section and provide acknowledgement to TxDOT that the video has been viewed.
- Obtain required supplies and materials from the Department during regular business hours.
- Not perform a cleanup until after their group signs are mounted on the road segment
- Open traffic control signs during a cleanup and return them to the closed position (or remove in the case of detachable signs) after the cleanup.
- Wear Department-furnished safety vests during the trash pickup.
- Place litter in trash bags furnished by the Department, place filled trash bags at the sign base, and contact the district maintenance office the first working day after the cleanup for removal of the bags.
- Return unused materials and supplies to the Department within one week following each cleanup.
- Not possess or consume alcoholic beverages or illegal drugs while on the adopted section.
- Maintain a first-aid kit and adequate drinking water while picking up litter on the adopted section on the adopted section.
- Not subcontract or assign its responsibilities to any other group, organization or enterprise without the express written authorization of the Department.
- Have the option of renewing an agreement subject to the approval of the District Engineer and the continuation of the program.



**The Department will:**

- Work with the Group to determine the specific section of the State highway right of way to be adopted.
- Erect a 4' x 4' sign at each end of the adopted section with the Group's name or acronym displayed.
- Provide traffic control signs, safety vests, trash bags and safety information.
- Remove the filled trash bags after the pickup.
- Remove litter from the adopted section only under unusual circumstances, i.e., to remove large, heavy or hazardous items or if the group has not fulfilled its responsibilities.

The District Engineer may defer approval of this application to the Executive Director or the Executive Director's designee. Should the District Engineer deny approval, in whole or in part, of this application, the applicant may appeal that action to the Executive Director or the Executive Director's designee.

If in its sole judgment the Department determines that the Group is not meeting the terms and conditions of the agreement, the Department may terminate the agreement and remove the sign upon a 30 day notice.