Delaware Department of Transportation

Dear Adopt-A-Highway Enthusiast:

Thank you for your interest in the Delaware Department of Transportation's (DelDOT) Adopt-A-Highway (AAH) Program.

This volunteer program gives the public an opportunity to actively support DelDOT's anti-litter and beautification efforts. It also offers a way for individuals, companies, businesses, civic groups and other organizations to help visually improve their community, save taxpayer dollars an keep our paths safe for everyone to enjoy all while generating positive publicity for your group.

In this packet you will find more information about the program, conditions of membership, safety tips, release forms and an application. Please review all materials carefully with all potential members of your group.

Ready to begin? Please submit your application online at DelDOT.gov, e-mail to dotpublic@delaware.gov or by mail to:

Department of Transportation
Adopt-A-Highway Program
PO Box 778
Dover, DE 19903

Thank you for your interest in the Adopt-A-Highway program. Please feel free to call (302) 760-7080, 1-800-652-5600 or e-mail dotpublic@delaware.gov with any further questions about the Adopt-A-Highway Program.

Sincerely,

Program Coordinator

Delaware Department of Transportation

Adopt-A-Highway • Program Information

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DelDOT's Adopt-A-Highway (AAH) Program which began in 1990 is a partnership between the Department of Transportation and volunteers, working together to make Delaware better, two miles at a time. More than just a cleanup campaign, this innovative program works to educate citizens of all ages about the responsibilities of land stewardship-the care and repair of our environment. Ultimately, the AAH Program is about people caring enough to make a difference.

The AAH Program is free for all interested in volunteering and offers a way for individuals, companies, businesses, civic groups, and other organizations to help visually improve their community, save taxpayer dollars, and keep our state beautiful for all to enjoy while generating positive publicity for your group.

Currently, more than 800 groups, organizations and individuals adopt stretches of roadway throughout the state. Participants agree to cleanup two-mile section of the road in their community. During the sponsorship, groups are responsible for conducting and reporting at least three cleanups per year. DelDOT will provide safety vests and trash bags (rubber gloves are available upon request). Signs marking sponsors' involvement in the program are installed at the beginning and end of the two-mile stretch of adopted roadway. Of course, participants get more from the program than publicity; they get the satisfaction of knowing that their efforts have a direct effect on quality of life in Delaware.

AAH volunteers collect tons of debris from the side of roads in Delaware each year. A large percentage of this trash is made up of recyclable materials, such as aluminum cans, glass, and plastic bottles. Participating groups have the option of turning this trash into cash through recycling. Many of our volunteers " hit the road" often, to help fund group outings, special activities or even uniforms!

Each time a volunteer is seen walking down a Delaware roadside, someone, somewhere, is reminded of our shared responsibility to preserve and protect the landscape. This sense of responsibility put into action is at the heart of the AAH Program. Adopting a road is a big commitment. It's hard work. Each year, though, thanks to the efforts of our dedicated sponsors it becomes a little to help keep Delaware litter free.

Delaware Department of Transportation

Adopt-A-Highway Conditions for Participation

Thank you for your interest in the Delaware Department of Transportation's (DelDOT) Adopt-A-Highway (AAH) Program. All individuals, companies, businesses, civic groups, and other organizations participating in the program must adhere to the below condition.

- Adopt one state-owned two-mile segment of road for a minimum period of two years.
- When available, groups may adopt more than one road or more than one segment of road.
- Litter pick up must be done on along both sides of the assigned segment of road at least three times per year.
- Groups may request a road or segment of road, if not available a road may be assigned by the AAH Coordinator.
- Roadways will be approved by the DelDOT District Engineer or an appointed representative. The Interstate System and some high-volume roadways are not eligible for adoption. However, businesses may wish to participate in a separate sponsorship program to clean high-visibility roads (for a fee) by contacting the Adopt-A-Highway Maintenance Corporation at 1-800-200-0003.
- Individuals, businesses, community organizations, schools and all other organizations in the community are encouraged to participate.
- Participants must have approved applications on file prior to conducting first clean-up.
- In exchange for participation in the AAH Program, each group will receive two Adopt-A-Highway signs posted at the start and end of sponsored road or segment of road at no cost to the organization.
- Businesses that wish to sponsor a group may do so. The business name (maximum of 28 characters including spacing and punctuation) would then go on the sign in block letters. Logos, e-mail addresses and websites are not permitted.
- DelDOT will determine the best placement for the AAH signs and will make all attempts to post the sign as close to the beginning and ending point of the two-mile adopted stretch of roadway. Signs will be designed and installed in accordance with the Delaware Manual on Uniform Traffic Control Devices (MUTCD). At times, DelDOT may co-post a sign with an existing regulatory or warning sign. It should be noted that the regulatory or warning signs receives priority in placement. In addition, signs may be posted on a utility pole. DelDOT does this to decrease the number of metal signposts on the roadway, ultimately making the roadsides safer for motorists who may run off the road. Signs will not be posted at key decision points where a road user's attention is more appropriately focused on other traffic control devices or traffic conditions, including exit and entrance ramps, intersections, rail grade crossings and areas of limited sight distance. It should be noted that if construction activities occur on the adopted

roadway, the AAH signs may be covered temporarily during construction to allow road users to focus on changed roadway conditions. Covering of signs during construction activities will be at DelDOT's discretion.

- Where possible, signs may be co-posted with other existing signs.
- No personal items should be attached to the AAH sign or metal post (i.e., teddy bears, balloons, seasonal items, etc.). DelDOT reserves the right to remove items from the sign/post.
- Sharing of roads by two different participating groups is discouraged but will be permitted at DelDOT's discretion. Each group is still responsible for conducting three clean ups per year (and for submitting three activity reports each, per year). The groups do not need to coordinate cleanups, and each group will conduct their cleanup independently. DelDOT has the right to refuse or terminate the sharing of roads.
- Group members younger than 15 years old must be supervised by adults 18 years or older. Individuals under 12 years old are not permitted to participate. There will be at least one adult per eight underage members (12 to 18 years of age.) Large groups should stay together as they clean the path.
- Adults are required to complete, sign, and submit the "Adult Release" prior to the first cleanup. If applicable, the "Children's Release" should be completed, signed, and submitted for any child between 12 – 17 years old who plans to participate in the cleanup. These forms must be on file prior to participants conducting cleanups. In addition, the volunteer will need to update these forms anytime group members change.
- Each group agrees to complete and submit at least three clean-up activity reports per year to the AAH Coordinator.
- Groups must contact AAH Coordinator at least one week prior to litter pick-up.
- AAH Coordinator will supply group with safety vest, rubber gloves, trash bags and "Road Clean-up in Process" signs upon request.
- Groups are required to submit Activity Reports online at DelDOT.gov, e-mail to dotpublic@delaware.gov or mail to Department of Transportation - Adopt-A-Highway Program - PO Box 778 Dover, DE 19903.PO Box 778 Dover, DE 19903
- If participants do not dispose of filled trash bags themselves, they must notify AAH Coordinator as soon as possible that trash bags need to be removed from the side of the road by DelDOT.
- Participants are encouraged to recycle appropriate materials.
- DelDOT will monitor and administer the program in each respected county.
- Please contact AAH Coordinator with any specific questions or concerns regarding bike path conditions in your area.
- Cleanups during bad weather or when visibility is reduced or restricted is prohibited. The adopting group will be responsible for rescheduling.
- Participants are encouraged to recycle appropriate materials.
- Groups are responsible for notifying the AAH Coordinator of any changes in the status of their application.
- If you believe someone is illegally dumping large amounts of litter on a regular basis, please contact the Department of Natural Resources, Illegal Dumping Section at 1-800-662-8802.

- DelDOT reserves the right to terminate participation if we are unable to contact you and/or we do not receive at least three activity reports per year from group.
- DelDOT reserves the right to revise these conditions as needed and deny any applications from unqualified volunteers.

Delaware Department of Transportation

Adopt-A-Highway FAQ

What is the Adopt-A-Highway Program?

The Delaware Department of Transportation's Adopt-A-Highway Program (AAH) is a partnership between the Department of Transportation and volunteers. We work together to clean up Delaware's roadsides, two miles at a time. More than just a cleanup campaign, the AAH program works to educate citizens of all ages about the responsibilities of land stewardship and brings the community together to help keep Delaware litter free. Participants have the option of turning any trash collected into cash through recycling.

The AAH Program allows volunteers to adopt a road or segment of road owned by the State of Delaware. Participants agree to care for their designated road or segment of road at least three times a year. After each clean-up, groups are responsible for completing an activity report and submitting online, via e-mail or by mail. DelDOT provides safety vests, trash bags, gloves and "Trail Clean-up in Process" signs. In addition, we will create and install one sign along the middle of the adopted bike path or portion of path indicating the group's involvement in the program in recognition their efforts.

Each time a group is seen cleaning up a segment of road, it is our hope it will remind the public that there is an ongoing need to keep our environment, specifically roadways, walkways, and bikeways cleaner. DelDOT believes in fostering a working relationship with walkers, pedestrians, bicyclists, and anyone who is interested in helping us keep these areas well maintained and keep our state beautiful for all to enjoy. Hopefully, it will deter others from littering as well.

Why should an individual, group or organization adopt a road?

You should adopt a road to make your state and local community better. By participating in AAH, you can make at least one area of the state cleaner, better looking, and healthier for everyone. Your sign will remind motorists not to litter, and that your group cares about the safety of those who use the bike path.

How much does it cost to Adopt-A-Highway?

The AAH Program is free for all interested in volunteering and offers a way for individuals, companies, businesses, civic groups, and other organizations to help visually improve their community, save taxpayer dollars, and keep our roads litter free to enjoy all while generating positive publicity for your group.

Who can Adopt-A-Highway?

Individuals, businesses, community organizations, schools and all other organizations in the community are encouraged to participate. Participants must have approved applications on file prior to conducting first clean-up. Group members under 15 years of age must be supervised by an adult 18 years or older. Individuals under 12 years of age will not be permitted to participate.

How do we apply for the Adopt-A-Highway Program?

You can apply online at DelDOT.gov or print out application, complete and e-mail to AABP Coordinator at dotpublic@delaware.gov or mail to:

Department of Transportation
Adopt-A-Bike Path Program
PO Box 778
Dover, DE 19903

Can we adopt more than one road?

When available, groups may adopt more than one road or segment of road.

Can we adopt a specific road or segment of road?

It is best to have a particular road in mind when you apply. DelDOT will confirm if the road is indeed state owned and/or maintained and if it is eligible for adoption. If the road is unavailable, we will work with you to provide a suitable road nearby. Eligible roads are selected by DelDOT based on availability. Downtown city streets, subdivision streets and the interstate system are ineligible for adoption. Roads must be at least two miles minimum to be included in the AAH Program.

How long is the Adopt-A-Highway program?

Adopting a road is a big commitment. Participants in the Adopt-A-Highway Program agree to adopt one state-owned road or segment of road at least two miles in length for a minimum period of two years and agree to complete three cleanups/activity reports per year. As long as DelDOT has the required three activity reports on file for the previous year, and the group is in good standing, ongoing participation is granted.

Is there any recognition for individuals, businesses or organizations participating in the Adopt-A-Highway Program?

In exchange for participation in the AABP program, each group will receive two Adopt-A-Highway signs. The one sign will be posted at one end of the sponsored two-mile stretch and the other sign will be posted at the other. The organization/business name will be a maximum of 28 characters in length, including spacing and punctuation. Logos, symbols, or website addresses are not permitted on AAH signs. Where possible, signs may be co-posted with other existing signs.

Are there any age restrictions for volunteers participating in the Adopt-A-Bike Path Program?

Group members younger than 15 years old must be supervised by adults 18 years or older. Individuals under 12 years old are not permitted to participate. There will be at least one adult per eight underage members (12 to 18 years of age.) Large groups should stay together as they clean the path.

Do members of our group need to fill out any type of waiver?

Yes, adult volunteers need to complete a waiver prior to each clean-up. A parental guardian will need to complete a waiver for any child 15-18 years of age. The waivers can be found under the forms tab.

Is there a limitation on how many times a year we can clean up our road or segment of road?

Litter pick up must be done on both sides of the assigned road or segment of road at least three times per year, more if necessary or desired. Each group agrees to complete and submit at least three clean-up activity reports per year to the AAH Coordinator.

How to we submit an activity report?

Activity reports can be submitted online, printed, completed, and e-mailed to AAH Coordinator at dotpublic@delaware.gov or by mail to:

Department of Transportation
Adopt-A-Highway Program

PO Box 778
Dover, DE 19903

How do we get supplies needed for cleanup?

Groups must contact AAH Coordinator at least one week prior to litter pick-up. AAH Coordinator will arrange for groups to pick-up safety vest, trash bags and "Crews Working" signs. Gloves are also available upon request. These materials should be picked up by you (or a member of your group) at the DelDOT District Maintenance Office during working hours one week before the cleanup.

What do we do with the trash we collect?

Filled trash bags may be left under your AAH sign. The contact person for the group should notify DelDOT on the next business day to let us know that the bag(s) needs to be picked up. You are welcome to dispose of the trash with your personal trash, but you will not be reimbursed for any personal disposal services. If applicable, participants are encouraged to separate and recycle appropriate materials for their benefit and to further help the environment. However, it is not a requirement of the program. If participants recycle the trash, they are entitled to keep the money for their group or personal benefit.

How do we stay safe during the cleanup?

We have compiled a list of best practices. Please make sure everyone in your group reviews them prior to cleanup. The Safety Tips document is under the forms tab on this website.

What if we must reschedule our clean-up?

Cleanups during bad weather or when visibility is reduced or restricted is prohibited. The adopting group will be responsible for rescheduling.

Who do we contact if we discover an issue during our cleanup?

Please contact AABP Coordinator with any specific questions or concerns regarding bike path conditions in your area.

How do we renew our sponsorship?

Groups are responsible for notifying the AAH Coordinator of any changes in the status of their application. If group completes three cleanups per year and completes three activity reports per year for two years, their sponsorship will automatically renew. DelDOT reserves the right to terminate participation if we are unable to contact you and/or we do not receive at least three activity reports per year from group. DelDOT reserves the right to revise these conditions as needed and deny any applications from unqualified volunteers.

What is the history of DelDOT's Adopt-A-Highway Program?

In its early years (1970-1980s), Delaware's AAH Program was called the Pitch-In Program, and it encouraged motorists to pitch their trash in designated barrels along Delaware's major routes.
As a more formal program evolved, Delaware looked to the successful "Don't Mess With Texas" anti-litter campaign, initiated by the Texas Department of Transportation in 1985. Delaware's AAH Program started on April 25, 1990.

Today the program boasts 800+ volunteers and we continue to help keep Delaware litter free two miles at a time.

Delaware Department of Transportation

Adopt-A-Highway Safety Tips

The Adopt-A-Highway Program promotes responsible behavior. All participants are asked to keep this goal in mind when conducting clean-ups. Program requirements state that the following regulations must be shared with all members. Please review and discuss this information prior to conducting clean-ups.

DON'T pick up litter on the roadway close to the edge of the road or median.

DON'T pick up litter in construction or maintenance sites, in tunnels, or on bridges or overpasses.

DON'T pick up materials that appear to be hazardous. Contact the AAH Coordinator at (302) 760-7080 or at dotpublic@delaware.gov for assistance or call DNREC's Hazardous Waste Section at (302) 739-5072 or 1-800-662-8802.

DON'T pick up any meth lab waste products, such as propane cylinders (like the ones on gas grills), medicine boxes, masks, rubber gloves or hoses/clamps. Notify DelDOT immediately at 800-652-5600 if such items are found.

DON'T pick up any drug related paraphernalia, such as syringes or needles, as these can easily penetrate through the bag or cause injury.

DON'T pick up any firearms or explosive devices. If found, contact your local police agency.

DON'T do anything that will distract passing drivers or other volunteers.

DON'T work during peak travel times. DelDOT can help you identify suitable hours.

DON'T participate in litter pick-ups while under the influence of drugs or alcohol.

DON'T allow children under 12 years of age to participate.

DON'T wear music headsets that would prevent you from hearing an approaching motorist

DON'T attach signs or miscellaneous items to your AAH sign.

DON'T plant flowers or shrubs near your sign.

DO work in small groups, keeping minors with adults always.

DO carpool or bike to the site and park off the roadway and bike path

DO wear bright colored, protective clothing, gloves, and hard-soled shoes. Put on your orange safety vest before leaving your vehicle

DO work only during daylight hours and in fair weather

DO avoid animals and/or noxious weeds

Delaware Department of Transportation

Adopt-A-Highway Application

Please submit online at DelDOT.gov, e-mail to dotpublic@delaware.gov or mail to Department of Transportation - Adopt-A-Highway Program - PO Box 778 Dover, DE 19903.

Date: _____

I/we request permission to adopt a road in _____ County located at:

_____.

(the road must be state owned – roads most be 2 miles in length to be eligible)

We agree that work will be performed under and in accordance with the Delaware Department of Transportation's AAH conditions included in this application packet and incorporated herein by reference.

We further agree that upon approval, each participating member of our organizations, for themselves, shall at all times indemnify and save harmless the Delaware Department of Transportation (DelDOT) and DelDOT employees, agents and officers from responsibility, damage or liability arising from the exercise of the privileges granted in such applications.

We further agree that this application may be terminated by DelDOT at any time DelDOT determines that, in its opinion, the applicants do not comply with the conditions of this program or at any time the applicants' work under this program is unsafe or causes a conflict with traffic. The Department reserves the right to revise or discontinue this program at any time.

PLEASE PRINT

Name: _____

Address: _____

City: _____ Zip Code: _____

Phone Number: _____

E-mail: _____

Road Adopted By:_____

(name to appear on sign – limit 28 spaces including spaces and punctuation)

Signature: _____

OFFICE USE ONLY: The undersigned herby accepts the above organization's agreement for the adoption of a road located at _____.

_____ _____

District Engineer **Date**

cc: Sign Shop
Office of Public Relations

_____

Sponsor #

Delaware Department of Transportation

Adopt-A-Highway Adult Release

This form must be completed and returned with each activity report/clean-up being conducted as part of the AAH Program. Please submit online at DelDOT.gov, e-mail to dotpublic@delaware.gov or mail to Department of Transportation - Adopt-A-Highway Program - PO Box 778 Dover, DE 19903.

Date: _____

Organization: _____

(name of group as it appears on the sign)

I, a member of the above referenced organization have received the roadside safety regulations as a prerequisite to participating in the AAH Program.

I do hereby release and discharge the State of Delaware, the Delaware Department of Transportation, 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 other voluntary activities on or near the bike path or highway right-of-way.

I further agree to hold harmless the State of Delaware, the Delaware Department of Transportation, agents, and employees from liability for any damages or injuries resulting from any acts or failure to act on my part during my participation in said voluntary activities on or near the bike path or highway right-of-way.

Name	Signature	Address

Delaware Department of Transportation

Adopt-A-Highway Child Release Form

This form must be completed and returned with each activity report/clean-up being conducted as part of the AAH Program. Please submit online at DelDOT.gov, e-mail to dotpublic@delaware.gov or mail to Department of Transportation - Adopt-A-Highway Program - PO Box 778 Dover, DE 19903.

Date: _____

Organization: _____

(name of group as it appears on the sign)

I, a member of the _____(group name), have received the roadside safety regulations as a prerequisite to participating in the AAH Program.

I do hereby release and discharge the State of Delaware, the Delaware Department of Transportation, 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 other voluntary activities on or near the bike path or highway right-of-way.

I further agree to hold harmless the State of Delaware, the Delaware Department of Transportation, agents, and employees from liability for any damages or injuries resulting from any acts or failure to act on my part during my participation in said voluntary activities on or near the bike path or highway right-of-way.

NOTE: A parent's permission is required for all participants under the age of 18. Children younger than 12 years old may not participate in the AAH Program.

Name of Child/Children: _____

_____

_____

_____

_____

_____

Parent's Name: _____

Address: _____

Parent's Signature: _____

Delaware Department of Transportation

Adopt-A-Highway Schedule Cleanup/Supply Request

Please complete this form at least one week prior to picking up your supplies. Please submit online at DelDOT.gov, e-mail to dotpublic@delaware.gov or by mail to Department of Transportation - Adopt-A-Highway Program - PO Box 778 Dover, DE 19903.

Today's Date: _____ Date of Clean-up: _____

AAH Group Name (name as it appears on sign):

_____

Location of Road:_____

☐ New Castle County ☐ Kent County ☐ Sussex County

Contact Person: _____ Phone Number: _____

☐ I am new contact person for this group

☐ I am alternate contact person for this group

How many people will be participating in the clean up? _____

How many bags will you need for your group's cleanup? _____

How many safety vests (total) will you need for your group? _____
(please keep vests and reuse for future cleanups)

Please indicate the sizes/quantities of vests that you need:

Medium _____ Large _____ X-Large _____ 2X _____ 3X _____

Will you need "Crews Working Ahead" signs to post while cleaning up roadway? ☐ YES ☐ NO
(signs must be returned with one week of clean up)

How will you dispose of the trash/debris?

☐ Leave at AAH sign for DelDOT pick up ☐ Take to DelDOT Area Yard ☐ Personal/business trash

OFFICE USE ONLY:

Maintenance Area: _____ Sponsor #: _____ Road #: _____ Clean-up #: _____

Ordered by: _____ Date: _____

Accepted by: _____ Date: _____

Delaware Department of Transportation

Adopt-A-Highway Activity Report

Please submit online at DelDOT.gov, e-mail to dotpublic@delaware.gov or mail to Department of Transportation - Adopt-A-Highway Program - PO Box 778 Dover, DE 19903.

Today's Date: _____ Date of Clean-up: _____

AAH Group Name (name as it appears on sign):

_____

Location of Road:_____

☐ New Castle County ☐ Kent County ☐ Sussex County

Contact Person: _____ Phone Number: _____

(please note any address/contact person changes below in the comments section)

How many people participated in the clean-up? _____

How many hours did the clean-up last? _____

How many bags of trash were collected? _____

How did you dispose of the trash/debris?

☐ Left at AAH sign for DelDOT pick up ☐ Took to DelDOT Area Yard ☐ Personal/business trash

What was the general condition of the road before the clean-up?

☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Other _____

Please report any hazardous materials, large items or dead animals for DelDOT to retrieve:

_____

Please report any items on bridges, riprap, or ON the roadway for DelDOT to retrieve:

_____

Comments:

_____

_____

_____

_____

OFFICE USE ONLY:

Maintenance Area: _____ Sponsor #: _____ Road #: _____ Clean-up #: _____

_____ _____

Date Report Received Date Trash Picked Up