Purpose
To establish a procedure for using volunteer groups for litter pickup.

Policy
Region Directors may authorize volunteer groups to engage in litter pick-up along State controlled roads and highways. The Utah Department of Transportation (Department) considers participants to be covered under the Volunteer Government Workers Act (Utah Code §§ 67-20-1-8) while engaged in this activity. The Department will administer all approvals through the Region Directors and their authorized representatives to facilitate efficient administration of this program.

Background
In order to provide additional resources to increase Department litter control effort at a minimum cost, and to provide service opportunities for local businesses and community groups, the Department administers an Adopt-a-Highway program. This program is codified under Administrative Rule R918-4.
Responsibility: Executive Director

Actions

1. Delegate authority to contract with volunteer groups to Region Directors and their authorized representatives.

Responsibility: Director of Asset, Maintenance, and Facilities Management

2. Provide and maintain an “Adopt-a-Highway Application and Contractual Agreement” (Agreement) that is accessible through the Department website. This agreement must include, at a minimum, the following:
   a. Volunteer group name and contact information
   b. Section of highway to be adopted
   c. Agreement terms
   d. Safety rules
   e. Group representative’s name and signature
   f. Department Region representative name and signature
   g. Department Human Resources Director name and signature

3. Provide and maintain an Adopt-a-Highway map or resource that provides a visual statewide overview of highway segments and their associated information and adoption status that is accessible through the Department website.
   a. Allow online public access to view highway segment information and adoption status.
   b. Allow online access to Region Directors and their authorized representatives to view and update highway segment information and adoption status.

Responsibility: Region Director or designee

4. Regularly update the Region’s Adopt-a-Highway segment information and adoption status using the online statewide map or resource.

5. Contract with new volunteer groups and renew contracts of existing volunteer groups using the current Agreement accessible through the Department website.

6. Distribute agreement for signatures.
Responsibility:  Department Director of Human Resources or designee

7. Sign Agreement.

Responsibility:  Region Director or designee

8. Distribute final Agreement.

9. Verify that the Department and any participating volunteer groups comply with the terms outlined in the Agreement.

Responsibility:  Maintenance Station Supervisor

10. Understand all Agreement terms and safety rules.

11. Review Agreement safety rules with volunteer groups prior to their providing any volunteer services.

12. Supply volunteer groups with safety vests, trash bags, training and other support.

13. Report work performed by volunteer groups, and any concerns regarding volunteer groups, to the Region Director or designee.