



ST. MARY'S COUNTY GOVERNMENT
Department of Public Works & Transportation

Adopt-A-Spot Program Guidelines

1. No individual and/or community group will be permitted to clean or landscape at the STS Bus stop deemed unsafe by the Department of Public Works & Transportation (DPW&T).
2. Roadways should be adopted for a minimum of two (2) years. At least four (4) clean-up activities must be performed each year.
3. The citizen group or business organization must sign an agreement with DPW&T to verify those safety rules are understood and followed.
4. Each adopting group shall coordinate clean-up activities, training, direct any questions and submit all reports to the designed DPW&T contact person.
5. Group leaders are advised to view the safety video available for loan by DPW&T. The group leaders shall then train their group members on all safety measures before any work can begin.
6. Groups with members under the age of 16 must have a group leader age 18 or older.
7. There must be one (1) adult for every five (5) to ten (10) participants.
8. All recyclable materials collected by the group may be redeemed and the proceeds may be kept for the group.
9. All clean-up activities must be scheduled at least one (1) week in advance.
10. Group members are not to remove any animal carcasses. Animal carcasses should be reported immediately to DPW&T County Highway Maintenance Division.
11. Upon completion of each clean-up activity, group leaders must ensure that all trash is bagged, sealed and placed in an approved location. Unless otherwise arranged, the group leader will coordinate with DPW&T for the pickup of all trash.
12. Supplies should be returned within one (1) week after the clean-up activity. Extensions may be granted by DPW&T upon request.

Adopt-A-Spot Program Safety Procedures



1. Group leaders must be 18 years or older and review all safety procedures provided by DPW&T. Group leaders must visit adopted STS bus stop area to help familiarize themselves with any potential hazards before performing the first clean-up activity.
2. Group leaders are responsible for training their group members on all safety procedures, and should watch the "Adopt-A-Highway Pickup Crew Safely" video produced by the State Highway. This film is available at DPW&T. Group members should also be informed on possible contact with poisonous plants, snakes, insect nests, etc.
3. When scheduling clean-up activities, members should meet in advance and carpool to the site. Cars must be parked in a safe location near the STS bus stop. Keep the amount of cars to a minimum.
4. All group leaders and group members will be furnished with an orange vest, cap, litter getters and litter bags. **SAFETY VESTS MUST BE WORN AT ALL TIMES!** It is also suggested that light color clothing, long sleeves, gloves and sturdy soled footwear (provided by the participant) be worn.
5. Group leaders are to inform DPW&T immediately of any hazardous materials that are found during clean-up activities. **GROUP LEADERS ARE NOT TO REMOVE OR TOUCH ANY MAERIALS THAT APPEAR TO BE HAZARDOUS!**
6. All clean-up activities are to be performed during daylight hours and during good weather conditions.
7. Two (2) safety warning signs must be placed at the STS bus stop to caution STS passengers and STS drivers that clean-up activities are being performed.
8. Clean-up activities are to be performed only at the bus stop and surrounding area. No clean-up activities are to be performed in the roadway itself.
9. The responsibility of safe use and maintenance of equipment used by the group is the responsibility of the respective group members.
10. Any Construction area must be avoided if it is near the STS bus stop.
12. Upon completion of all clean-up activities, safety warning signs must be removed.
13. Alcoholic beverages are prohibited at all times.

ST. MARY'S COUNTY GOVERNMENT
Department of Public Works & Transportation

STS Bus Stop Maintenance Agreement

THIS AGREEMENT by and between _____, herein called the "Group" and the Department Of Public Works & Transportation, St. Mary's County, Maryland, herein called the "DPW&T", WITNESSETH THAT:

WHEREAS, the Group has requested permission to (landscape, clean-up) the STS bus stop at _____ and for a minimum of two (2) year period.

NOW, THEREFORE, in consideration of the mutual benefits received by DPW&T and the Group from participation in the *Adopt-A-Spot* Program, the parties hereto agree as follows:

1. DPW&T hereby grants permission to the Group to adopt the _____ period beginning _____ and _____ ending.
2. The Group accepts responsibility for collecting, in bags, all litter on the above-described STS bus stop in accordance with the *Adopt-A-Spot* Program Guidelines and Safety Requirements.
3. By signature below, the Group acknowledges that each of its members participating in the Program has been advised of the potential hazard associated with the work and each member has read and has agreed to abide by the Guidelines and Safety Requirements.
4. DPW&T will provide the Group with safety vests, plastic trash bags, litter getters, two (2) safety warning signs; and will upon request, install one (1) *Adopt-A-Spot* Program signs, posted on the STS bus stop or bus stop shelter.
5. All maintenance activities are to be performed during daylight hours and during fair weather conditions.
6. The Group, or Association, shall be responsible for and shall defend, indemnify and hold harmless the Board of County Commissioners for St. Mary's County, Maryland for any or all liability or claim of liability for personal injury, death, or property damage, including reasonable attorney fees arising out of their participation in the *Adopt-A-Spot* Program.

IN ACKNOWLEDGEMENT WHEREOF, the parties to this Agreement have herein below affixed the signatures of their duly authorized representatives.

GROUP NAME: _____

(Signature)

(Printed Name)

(Title)

(Mailing Address)

(State / Zip Code)

(Phone Number)



APPROVED BY THE DEPARTMENT OF PUBLIC WORKS & TRANSPORTAITON:

By: _____ Date: _____
John J. Groeger, P.E.
Interim Director

ST. MARY'S COUNTY GOVERNMENT
Department of Public Works & Transportation

**Adopt-A Stop
STS Bus Stop Application**

Name of STS Bus Stop: _____

Location: _____

Name of Group: _____

Address: _____

Group Leader: _____

Home Phone: _____ Cell Phone: _____

Number of
Group Members: _____ Age span of Members _____ to _____

Group Affiliation: _____ Civic _____ Religious _____ Business

_____ Social _____ School _____ Other

Description of
Activity _____ Litter Pick up _____ Cleaning Bus Shelter walls

_____ Weeding _____ Landscaping

Name to Appear on
Adopt-A-Spot Program _____

**NOTE: A Certificate of Insurance must be submitted by each participating
Civic Association as part of the Application.**