

Idaho Volunteer Services Program Application



Send completed form to: Volunteer Services Coordinator
Idaho Transportation Department
PO Box 7129
Boise ID 83707-1129

Volunteer service is creditable work experience. Through the Volunteer Services Program, volunteer groups and individuals give their time and talent engaging in Idaho Transportation Department-approved activities not associated with the Adopt-A-Highway Program. Volunteers receive no wages or benefits and are not considered state employees for any purpose other than for tort claims and injury compensation.

Volunteer Groups

Group Name		Number of Volunteers	
Contact Person's Name (print)			Daytime Phone Number
Mailing Address	City	State	Zip
Contact Person's Signature			Date

Volunteer Individuals

Volunteer's Name (print)		Daytime Phone Number	
Mailing Address	City	State	Zip
Volunteer Signature			Date

Service Location

Type of Service (check all that apply)

- | | |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Litter Pickup | <input type="checkbox"/> State Highway Right-of-Way Beautification |
| <input type="checkbox"/> Wildflower Planting/Maintenance | <input type="checkbox"/> Clerical |
| <input type="checkbox"/> Graffiti Removal | <input type="checkbox"/> Yard/Building Maintenance |
| <input type="checkbox"/> Landscape Planting/Maintenance | <input type="checkbox"/> Artifact Curation – Please indicate work preference |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Weekday <input type="checkbox"/> Weekend <input type="checkbox"/> No Preference |

Service Date(s)

Idaho Volunteer Services Program Agreement Terms And Conditions

Idaho Transportation Department



The Idaho Transportation Department, hereinafter called ITD, and _____

hereinafter called Volunteers (whether a volunteer group or volunteer individual), recognize the need and desirability of using volunteers for ITD-approved activities not associated with the Adopt-A-Highway Program and enter into this Agreement.

By signature below, the Volunteers, both jointly and severally, agree to the following terms and conditions:

General Information

- Volunteers act as an independent contractor when participating in the Volunteer Services Program.
- Volunteers agree to obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the District Engineer or headquarters supervisor.
- Volunteers shall be required to sign a release form before participating in the Volunteer Services Program. Release forms will be provided to Volunteers after application approval.
- Volunteers younger than 18 years of age must have a separate release form signed by a parent or guardian before participating in any Volunteer Services Program activity. Release forms will be provided to Volunteers after application approval.
- No Volunteers shall be denied the opportunity to participate in this program because of race, sex, color, national origin, or disability.
- No Volunteers that promote racial intolerance or harassment is eligible to participate in this program.
- Volunteers are prohibited from either possessing or consuming alcoholic beverages or illegal drugs while participating in the Volunteer Services Program.
- When Volunteers are younger than 18 years of age, the volunteer group shall furnish supervision with a minimum of one adult for every 10 participants.
- Supervisors of volunteers required to operate ITD vehicles as part of their volunteer duties shall complete an ITD 1211, Supervisor's Request for ITD Driving Authorization. Volunteers shall be subject to the same rules and regulations as ITD employees when operating ITD vehicles. The Employee Safety/Risk Management section shall process applications and issue Driver Authorization Permits.

Roadside Service

- Before participating in the program, every volunteer shall be required to review three safety handouts: *Guidelines for Litter Pickup/Traffic Control Plan for Volunteer Group Litter Pickup*; *Safety Tips*; and *Bag It, Move It, or Leave It?*; which are provided in the Volunteer Services Application Packet.

- All Volunteers should be aware of the possible presence of dust, exhaust fumes, plant pollens, pesticides, hazardous materials, etc., on roadsides and shall not pick up syringes, needles, dead animals, and materials that appear to be toxic, hazardous, or contaminated with blood or urine.
- Volunteers shall be responsible for maintaining a first-aid kit and adequate drinking water while participating in any roadside activity.
- Traffic control signs shall be used for roadside activities. Signs shall be obtained from ITD and properly set up prior to any roadside activity.
- Volunteers shall wear ITD-supplied safety vests during roadside activities. Volunteers picking up litter shall be responsible for placing litter in trash bags furnished by ITD. The bags shall be tied and placed on the roadway shoulder for pickup by ITD.
- Supplies and materials shall be obtained from ITD during regular business hours and returned to ITD within one week following the roadside activity.

Responsibilities of ITD

- ITD will provide safety vests, trash bags, traffic control signs, and safety literature for the use of Volunteers participating in roadside activities.
- To the extent possible, ITD will remove filled trash bags from the roadsides the first ITD workday following the litter pickup.
- ITD will provide wildflower seed for pre-approved participation in Operation Wildflower.
- ITD will supply materials required for effective graffiti removal.
- ITD will supply all tools and supplies for curating archaeological and historic artifacts.

Location of Service

Type of Service

Date(s) of Service

Authorized Volunteer Signature

District Engineer or Headquarters Supervisor
Signature

Termination of Volunteer Services Agreement

Termination Date

Signature of ITD Supervisor

Number of Volunteers

Total Hours Volunteered

Volunteer Release Of Liability
Adopt-A-Highway, Volunteer Services, or Rest Area Activities Programs
(For Participants Under Age 18)



All participants under the age of eighteen (18) must have this Release form signed by their parent or guardian.

Signed Release Forms must be returned to the Idaho Transportation Department prior to participation in the Adopt-A-Highway, Volunteer Services or Rest Area Activities Programs.

Volunteer Organization	Date
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I do hereby release and discharge the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, 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/or other volunteer activities occurring on or near state highway rights-of-way, on state property, or in state buildings.

I further agree to hold harmless the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, and their officers, agents, and employees from liability for any damages or injuries resulting from any negligence or willful wrongdoing on my part during my participation in said volunteer activities occurring on or near the state highway rights-of-way, on state property, or in state buildings.

As a prerequisite to participation in the Adopt-a-Highway or Volunteer Services Programs, I have reviewed ITD's roadside safety training materials: *Guidelines for Litter Pickup/Traffic Control Plan for Volunteer Group Litter Pickup*; *Safety Tips*; and *Bag It, Move It, or Leave It?* (Does not apply to Rest Area Activities or Artifact Curation Programs.)

Minor's Name (please print)	Minor's Signature
Minor's Address	

I certify that I am the above minor's legal parent or guardian and hereby grant permission for him/her to participate in the Adopt-A-Highway, Volunteer Services, or Rest Area Activities Programs. I further agree to abide by the stipulations set forth in the above paragraphs.

Parent's or Guardian's Name (please print)	Parent's or Guardian's Signature
Parent's or Guardian's Address (if different from minor)	

