

# Volunteer Services Program Application

## Idaho Transportation Department



Volunteer service is creditable work experience. Through the Volunteer Services Program volunteer groups and individuals donate their time and talent by engaging in Idaho Transportation Department approved activities. Volunteers do not receive wages, benefits or any form of compensation. Volunteers are not considered state employees for any purpose other than for tort claims or injury compensation and only when a signed Volunteer Services Release of Liability has been received by the Idaho Transportation Department. The Idaho Transportation periodically uses photographs or video and audio footage of volunteers engaged in department activities for publicity or educational purposes. By signing this application and the accompanying Release of Liability form, the applicant acknowledges understanding of such uses and grants permission to ITD to use photographs or video and audio footage for publicity or educational purposes.

**Contact Information** – Schools or school affiliated organizations must provide a school faculty member as the contact person or alternative representative. If applying as an individual, please disregard the need for alternate contact information. Applications received from organizations, schools, or school affiliated organizations without this contact information will not be approved and will be returned to the applicant.

<b>Contact Name</b> – Print	Daytime Phone Number	Extension	Cell Phone Number
E-Mail Address	Mailing Address		
City	State	Zip Code	

**Alternate Representative Information** – Required for all organizations.

<b>Alternate Name</b> – Print	Daytime Phone Number	Extension	Cell Phone Number
E-Mail Address	Mailing Address		
City	State	Zip Code	

**Total number of participants in group** \_\_\_\_\_ **Number under 18** \_\_\_\_\_

Type of Service (check all that apply)

- One Time Litter Pickup  
Highway Number \_\_\_\_\_ Beginning Milepost \_\_\_\_\_ Ending Milepost \_\_\_\_\_
- Adopt a Highway Litter Pickup (2 year contract)  
Highway Number \_\_\_\_\_ Beginning Milepost \_\_\_\_\_ Ending Milepost \_\_\_\_\_
- Include Operation Wildflower
- Graffiti Removal
- Landscape Planting/Maintenance
- State Highway Right of Way Beautification
- Clerical
- Yard/Building Maintenance

Proposed Beginning Service Date: \_\_\_\_\_ Proposed Ending Service Date: \_\_\_\_\_  
Proposed Service Location: \_\_\_\_\_

**Volunteer Group Type:**

- A – Students K-12 (Must have faculty/advisor member listed as either the Group Contact or the Alternate Contact)
- B – Students College/Fraternity/Sorority (Must have faculty/advisor member listed as either the Group Contact or the Alternate Contact)
- C – Family/Individual
- D – Employees; Private or Commercial Business
- E – Employees; Public Agency
- F – Civic/Fraternal Organization
- G – Law Enforcement – Supervised Adult Offenders
- H - Supervised Juvenile Offenders
- I – Miscellaneous (Specify) \_\_\_\_\_

Applicant Signature	Date
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**Adopt a Highway Recognition Sign Information**

- Complete the boxes as you request your signs to read, indicate spacing between word and names by leaving a box blank. Use spaces to show how you'd like words centered. You may not use slogans, logos, or include website information unless your business name is a website and can be verified as such on the Secretary of States Website
- Signs shall be limited to one or two lines wherever possible. Use of a third line will require ITD approval. ITD must comply with federal highway sign codes including but not limited to font, lettering size, color and graphics.

Example: Weird Al Fan Club

	W	E	I	R	D			A	L		
	F	A	N			C	L	U	B		


**~ ITD Use Only ~**

Group Number	Approved Section	Beginning Milepost	Ending Milepost
Segment Number		County	Foreman Area Number
Notes:  _____			

**Mail completed form to the District Volunteer Services Coordinator for your area as shown in the information packet.**

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 and enter into this Agreement, hereinafter called the Agreement.

By signing below, Volunteers acknowledge the potential of hazardous work and both jointly and severally, agree to the following terms and conditions:

### **General Information**

- Volunteers act as independent contractors when participating in the Volunteer Services Program.
- The Volunteer Group Contact serves as the spokesperson for the Volunteer Group and serves as the contact with ITD. Any changes in contact information shall be provided to the District Volunteer Services Coordinator. The Volunteer Group Alternate Contact serves as the spokesperson when the Volunteer Group Contact is unavailable.
- Volunteers Groups will provide the name, daytime phone number (can be a cell) email address and mailing address of the group contact and alternate group contact. Schools and School affiliated organizations (excluding fraternities and sororities) must provide a school faculty member as either the main or alternate contact. Applications received without this information will not be approved.
- 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 the Idaho Transportation Department.
- Each volunteer shall be required to sign the Volunteer Services Release of Liability form before participating in the Volunteer Services Program. Release of Liability forms are provided with the application packet.
- Each volunteer younger than 18 years of age must have a separate Release of Liability form signed by a parent or guardian before participating in any Volunteer Services Program activity. Release of Liability forms are provided with the application packet.
- No person or group will be denied the opportunity to participate in this program because of race, religion, color, age, gender, national origin, age, veteran status, marital status, political or religious affiliation or disability as provided in Administrative Policy A-18-10 and Board Policy B-18-10, Harassment in the Workplace.
- Groups or individuals that promote racial intolerance or harassment are not eligible to participate in ITD Volunteer Program opportunities.
- 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 must furnish supervision with a minimum of one adult for every 10 participants younger than 18 years of age.
- Supervisors of volunteers required to operate ITD vehicles as part of their volunteer duties must complete form ITD 1211, Supervisor's Request for ITD Driving Authorization. Volunteers are subject to the same rules and regulations as ITD employees when operating ITD vehicles. The Safety and Risk Management Office shall process applications and issue Driver Authorization Permits.

## Roadside Service

- Before participating in programs involving roadside work or rest areas activities every volunteer is 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, Volunteers shall not pick up syringes, needles, dead animals or materials that appear to be toxic, hazardous, or contaminated with blood or urine. The group shall use marking flags if provided to identify the location of these types of items or contact the District Volunteer Services Coordinator with directions for pick up by ITD.
- Volunteers are 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. Refer to the Guidelines for Litter Traffic Control information.
- Volunteers working on the roadside or at rest areas shall wear ITD-supplied reflective safety vests during roadside activities. Volunteers picking up litter shall be responsible for placing litter in trash bags furnished by ITD. The bags must be tied and placed on the roadway shoulder for pickup by ITD.
- Supplies and materials shall be reserved in advanced by coordinating litter pick up or rest area activity dates with the District Volunteer Service Coordinator and obtained from ITD during regular business hours. Items shall be returned to ITD within one week following the roadside activity. Unused supplies shall be returned to ITD.
- Specific to Adopt a Highway:
  - The Volunteer Group shall place litter in trash bags furnished by ITD. Trash bags shall not be overfilled and should be tied. Trash bags shall be placed on the roadway shoulder and behind a guardrail if present. Trash bags shall not be placed on or under bridges. Where possible the trash bags shall be grouped in areas with good sight distance and roadway shoulder width sufficient for pickup by ITD.
  - Volunteer Groups commit to pick up litter a minimum of twice per year.
  - Adopt a Highway Roadway sections are normally two miles in length.
  - Each Volunteer Group in good standing shall have the option to renew their Adopt a Highway Agreement for 2 year increments subject to the approval of the District Engineer or the Volunteer Services Coordinator and contingent upon the Adopt a Highway Program by ITD.
  - ITD will erect an Adopt a Highway recognition sign as near as possible to each end of the adopted section or contiguous sections. The signs will display the Volunteer Groups name or acronym as approved by ITD. Signs shall not contain any group contact information, directions, slogans, logos or phone numbers. Internet addresses shall not be displayed on the signs unless they are the official name of the business as registered with the office of the Secretary of State.
- Specific to Rest Area Activities
  - Groups must have a 501(c)-3 or 501(c)-4 status.
  - Groups may provide free non-carbonated beverages and refreshments.
  - Groups may not distribute, display or post any literature.
  - Groups may set out a voluntary donation jar.

## Responsibilities of ITD

- ITD will provide reflective safety vests, trash bags, traffic control signs and safety literature for Volunteers participating in roadside activities.
- ITD will remove filled trash bags from the roadsides following the litter pickup.
- ITD will provide wildflower seed for pre-approved participation in Operation Wildflower.
- ITD will supply materials required for graffiti removal.

## Additional Terms and Conditions:

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The Volunteer Group acknowledges and agrees that if any actions by the Volunteer Group relative to the performance of this Agreement are determined to be contrary to any legislative restrictions or any restrictions on the use of appropriated funds for political activities or ITD policy, rules or procedures, ITD shall have the right to take any and all necessary remedial actions, including, but not limited to, the removal of any Adopt-A-Highway signs displaying the Volunteer Group's name or acronym.

If, in the sole judgment of ITD, it is found the adopting Volunteer Group is not meeting the terms and conditions of this Agreement, upon 30 days' notice, ITD may terminate the Agreement and remove any Adopt-A-Highway signs. This Agreement may be modified in scope or altered in any other manner at the sole discretion of ITD. ITD reserves the right to modify or cancel the Volunteer Services Program at any time and for any reason at the sole discretion of ITD.

ITD and the Volunteer Group both recognize and agree that in no event shall ITD have the right to control the Volunteer Group in performing the actual details of picking up litter from the section of roadway adopted by the Volunteer Group and, in picking up litter, the Volunteer Group shall act as an independent contractor.

Volunteer Groups participating in the Adopt a Highway Program accept the responsibility of picking up litter on the roadway section known as \_\_\_\_\_  
from milepost \_\_\_\_\_ to milepost \_\_\_\_\_ beginning \_\_\_\_\_ 20\_\_\_\_\_ and ending  
\_\_\_\_\_ 20\_\_\_\_\_.

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Location of Non Adopt a Highway Volunteer Service

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Type of Service

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Date(s) of Service

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Authorized Volunteer Signature

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District Engineer or Designee

## Termination of Volunteer Services Agreement

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Termination Date

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Signature of ITD Volunteer Services Coordinator

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## Volunteer Services Release Of Liability Use with 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 legal 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. By signing this Release of Liability and the accompanying Volunteer Service Program Application form, the applicant acknowledges understanding of such uses and grants permission to ITD to use photographs or video and audio footage for publicity or educational purposes.

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 the Rest Area Activities Program.)

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. If the minor listed above drives a personal vehicle to and from Volunteer Service Activities, I certify that the vehicle is properly insured as required by Idaho State law.

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

## Adopt-A-Highway Program

### A-A-H Contact Information

### Telephone Numbers

District 1 Coordinator	Coeur d'Alene	772-8011
District 2 Coordinator	Lewiston	799-4239
District 3 Coordinator	Boise	334-8350
District 4 Coordinator	Shoshone	886-7831
District 5 Coordinator	Pocatello	239-3303
District 6 Coordinator	Rigby	745-5612

**\*Applications – are available at each district office\***

Please contact your Local Maintenance Shed for:

- ❖ Pick up Supplies (Trash Bags & Signs (Litter Pick up in Progress))
- ❖ Removal of Filled Trash Bags
- ❖ Dead Animals
- ❖ Hazardous Waste

Please contact your District Coordinator for:

- ❖ Cancellations/Renewals
- ❖ Change of adopted section
- ❖ Clean-up Report Cards
- ❖ Complaints
- ❖ General Information
- ❖ Rules & Regulations
- ❖ Signs (Group Recognition)
- ❖ Signs (Stolen/Damaged)

News Releases ..... Mail to Local Newspaper

