



ADOPT-A-ROAD ADOPTION CONTRACT Terms and Conditions

This Contract is entered into on this _____ day of _____, 20____, by and between the Louisiana Department of Transportation And Development, herein referred to as “DOTD” and

hereinafter referred to as “Organization”.

The purpose of this Contract is to provide a means whereby volunteer organizations and businesses that wish to become active in the community may, for civic purposes, contribute in the effort to maintain litter-free highways and highway facilities.

The Organization hereby agrees to the following terms and conditions:

- Participants in the Organization agree to train each participating individual who engages in activities related to the performance of this Contract on the laws, rules and regulations related to safety while working or otherwise engaged in activities on roadways and right of ways. Specific safety training requirements will be provided by the applicable District Contact.
- Participants under the age of 11 are prohibited from engaging in any activities related to his Contract. Participants between the ages of 11 and 14 years of age shall not participate in activities related to this Contract that would cause them to be on or near DOTD roadways and right of ways unless they are supervised by adults, age 21 or older, at a ratio of one adult for every six participants. Each group must be supervised by at least one adult age 21 or older.
- Organization must conduct and each participant must attend a minimum of two safety meetings per year. Each Participant must sign a hold harmless agreement and attend at least one safety meeting conducted by the organization before participating in a cleanup. The safety meetings must be documented on forms provided by DOTD.
- Safety meeting documentation and Hold Harmless Agreements shall be delivered to the applicable District contact within two working days of a cleanup.

- The Organization shall collect litter on only one side of the roadway at a time preferably working towards traffic flow.
- The Organization shall park all vehicles off of the roadway at least ten feet from the shoulder. No vehicles are permitted in the medians of four-lane divided roadways.
- The Organization may not adopt sections of roadways that are less than one-half mile in length on four-lane divided roadways and one mile in length on two-lane undivided roadways.
- The Organization must adopt a particular roadway for a two-year period.
- The Organization must pick up litter a minimum of six times a year over the entire section adopted roadway, targeting holidays such as Mardi Gras, Easter, Fourth of July etc., as is practicable.
- The Organization will be required to collect all litter when the appearance of the adopted section is determined to be unacceptable by the applicable DOTD District contact.
- The Organization may use The DOTD supplies and materials. These supplies and materials may be picked up during regular business hours.
- The Organization agrees to use the supplies and materials exclusively for the work and activities associated with the Adopt a Road Program and this Contract.
- The Organization shall notify DOTD, in writing, within 14 calendar days of any changes in the organizational leadership, primary contact, and secondary contact person and information.
- Traffic control signs will be provided by the DOTD will be placed by DOTD at the roadway location during all times in which the Organization is engaged in activities located at or near the roadways.
- Individuals shall wear ANSI CLASS 2 HIGH VISIBILITY SAFETY VESTS while on or near the right-of-ways.
- Organization shall Immediately notify the District Contact of any debris, litter or materials the Organization encounters that the Organizations believes may be hazardous and shall refrain from any contact with said litter, debris or materials.
- The Organization shall place filled trash bags, preferably at one location, on the adopted roadway shoulder after collection operations have been completed but prior to leaving the collection site.

- Upon completion of a litter collection the Organization will contact the nearest Parish Maintenance Unit to notify them that trash bag collection is needed and to ensure the Organization is credited for the collection.
- Unused materials and supplies furnished by the DOTD shall be returned to the DOTD within two workdays following the cleanup. The Organization may, with written permission from the District Contact, retain supplies provided by DOTD throughout the contract period.

The Department agrees to the following:

- Provide, trash bags and traffic control signs.
- Provide initial safety training for the Organization including safety literature and audiovisuals and educational materials.
- Remove the filled trash bags during regular working hours and as soon as possible after the collection is complete.
- Remove debris and litter from the adopted area if it is too large or heavy for individual collection or if the litter or debris is hazardous.
- Provide forms for Safety Meetings and Hold Harmless Agreements.
- Provide and erect the Organizations name on the Adopt a Road Acknowledgement Sign

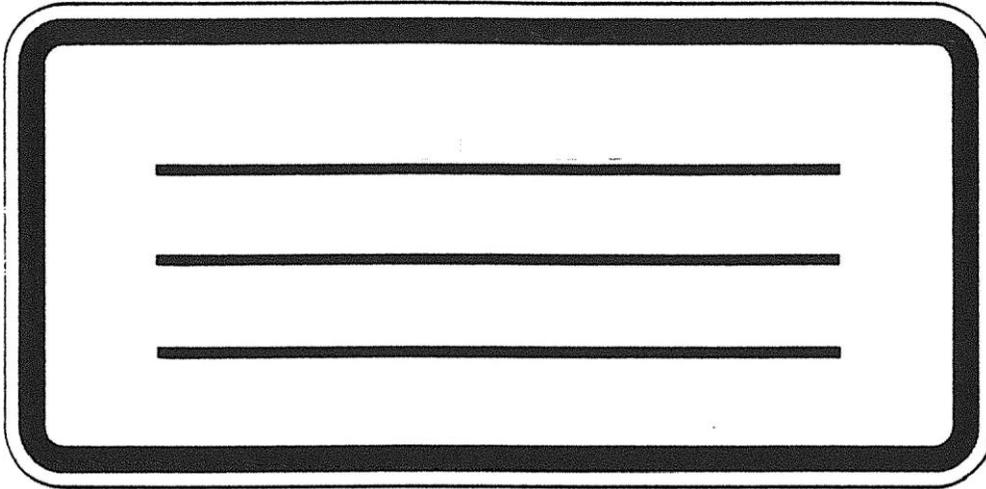
If in the sole judgment of the DOTD, it is determined that the Organization is not meeting the terms and conditions of this Contract, DOTD may, upon 30 days notice, terminate this Contract. Upon termination, the Organization shall return all materials supplied by DOTD and DOTD will remove the Organizations name from the sign. DOTD reserves the right to modify or cancel the Adopt a Road Program or this Contract at any time without liability to DOTD of any kind.

The DOTD recognizes the Organization as the adopting party for the section of highway from _____ to _____, on highway _____ in _____ parish, and the Organization accepts the responsibility of picking up litter a minimum of six times a year on this section of highway and promoting a litter-free environment in the community for a period beginning _____, 20____, and ending _____, 20____ (minimum of two years).

(Name of Organization)	District Engineer Administrator Louisiana Department of Transportation And Development
Number of Participants _____	Witness As To DOTD
Organization Primary Contact Person	Witness As To DOTD
Title	Authorized Signature for Adopt-A-Road Organization
Address	
City Zip	Witness As To Organization
Telephone/Cell Nos.	Witness As To Organization
Organization Secondary Contact Person	
Title	
Telephone Nos.	
Cell Nos.	

SIGN ORDER FORM
FOR
ADOPT - A ROAD

AREA ADOPTED BY



PLEASE FILL IN BLANKS. THE ADOPTING AGENCY IS LIMITED TO THREE (3) LINES WITH A MAXIMUM OF TWELVE (12) CHARACTERS PER LINE.

DATE: _____

DISTRICT: _____

MAIN SIGN x **30"** (QTY): _____

SUPPLEMENTAL PLATE x **12"** (QTY): _____

ORDERED BY _____

Keep Louisiana Clean and Green!

Areas that cannot be adopted:

- ❖ areas that are already adopted
- ❖ areas where access is unsafe
- ❖ areas where the road shoulders are too narrow
- ❖ areas where visibility is restricted
- ❖ areas of heavy traffic or traffic is too close
- ❖ areas where construction is underway or planned



LA DOTD's Adopt-a-Road program enlists volunteers to remove litter and debris from state and federal roadsides. While saving taxpayer dollars, the program provides recognition for participating groups and organizations, promotes civic responsibility and pride, makes the public aware of the problem and helps keep Louisiana Clean and Green!

Areas that can be adopted:

State and federal routes may be adopted, as well as a limited number of interstate interchanges. Check with your local DOTD District Administrator to determine which roads are available for adoption.

How to Participate

1. Survey the area(s) that need to be cleaned to calculate how many people will be needed for the effort.
2. Contact the appropriate DOTD District in order to verify availability of the area(s) to be adopted.
Fill out [Contract](#) and submit to appropriate DOTD District Engineer
3. Administrator.

Who to Contact

Each DOTD District is responsible for managing a contract/agreement with individuals and organizations wishing to adopt a road:

- ❖ **District 02 (New Orleans area):** 1-800-256-1599
Jefferson, Lafourche, Orleans, Plaquemines, St. Bernard, St. Charles & Terrebonne parishes
District Engineer Administrator
PO Box 9180
Bridge City, LA 70096-9180

- ❖ **District 03 (Lafayette area):** 1-800-256-1817
Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary & Vermilion parishes
District Engineer Administrator
PO Box 3648
Lafayette, LA 70502-3648

- ❖ **District 04 (Shreveport area):** 1-800-762-1852
Bienville, Bossier, Caddo, Claiborne, DeSoto, Red River & Webster parishes
District Engineer Administrator
PO Box 38
Shreveport, LA 71161-0038

- ❖ **District 05 (Monroe area):** 1-800-256-1595
E. Carroll, Jackson, Lincoln, Madison, Morehouse, Ouachita, Richland, Union & W. Carroll parishes
District Engineer Administrator
PO Box 4068
Monroe, LA 71211-4068

- ❖ **District 07 (Lake Charles area):** 1-800-752-6706
Allen, Beauregard, Calcasieu, Cameron & Jefferson Davis parishes
District Engineer Administrator
PO Box 1430
Lake Charles, LA 70602-1430

- ❖ **District 08 (Alexandria area):** 1-800-542-3509
Avoyelles, Grant, Natchitoches, Rapides, Sabine, Vernon & Winn parishes
District Engineer Administrator
PO Box 5945
Alexandria, LA 71307-5945

❖ **District 58 (Chase/Winnsboro area):** 1-800-256-1610

Caldwell, Catahoula, Concordia, Franklin, LaSalle & Tensas parishes

District Engineer Administrator

PO Box 110

Chase, LA 71324-0110

❖ **District 61 (Baton Rouge area):** 1-800-256-1875

Ascension, Assumption, EBR, WBR, East Feliciana, West Feliciana,
Iberville, Pointe Coupee & St. James parishes

District Engineer Administrator

PO Box 831

Baton Rouge, LA 70821-0831

❖ **District 62 (Hammond area):** 1-800-545-9280

Livingston, St. Helena, St. John, St. Tammany, Tangipahoa &
Washington parishes

District Engineer Administrator

685 N Morrison Blvd

Hammond, LA 70401

Thanks for helping keep Louisiana Clean and Green!