

**STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION  
BUREAU OF HIGHWAY OPERATIONS**

**ADOPT – A – HIGHWAY**

**\*\*\*\* PROGRAM STATEMENT \*\*\*\***

**PROGRAM PURPOSE**

The Adopt-A-Highway Program provides for public involvement in controlling litter and beautification activities along selected sections of *State* highway routes.

Business organizations and non-profit community organizations are permitted to adopt a section of highway for the purpose of litter control and beautification activities and to receive departmental recognition for their participation in the program.

**PROGRAM GUIDELINES**

The following guidelines will apply to any organization in the Adopt-a-Highway Program:

- The section of a state highway to be adopted will generally be from one to two miles in length, but can be of any length subject to ConnDOT approval. Eligible sections will be selected by the adopting group, in cooperation with district management.
- Litter pick-up will be done once a month excluding winter months. The adoption period will be for one year, renewable at the request of the organization.
- ConnDOT reserves the right to deny adoption or renewal requests by any group or business based on any one of the following criteria:
  - A. Safety of the participants, passing motorists, or ConnDOT employees.
  - B. Effectiveness of the litter control by the participants.
  - C. Harm to the public image of the Adopt-a-Highway Program or ConnDOT.
- The program is not intended as a means of providing a public forum for groups, or businesses to use in promoting name recognition of political causes. Therefore, ConnDOT management reserves the right to deny adoption of more than one section of highway to any group or business.
- Consideration will be given to traffic volumes, types and speed, and to the geometrics of the highway in selecting appropriate program sites. Those sections determined unsafe or inappropriate by ConnDOT management will not be eligible for adoption. Limited access highways will be exempt from this program.
- ConnDOT's district management will coordinate the cleanup activities with the adopting organization and monitor the organization's activities relative to safety.
- ConnDOT will dispose of bagged litter.
- ConnDOT will construct and erect an appropriate sized sign, which conforms with developed standards, along the adopted highway section to provide public recognition to the adopting organization for their participation in the program.

- While the policy covers nearly all of the details of the program, minor arrangements with the group will be decided at the time the permit is issued.
- Prior to the issuing of the Encroachment Permit and Program Concurrence, a properly completed Certificate of Insurance form must be furnished by the adopting group. The adopting group acknowledges the potentially hazardous nature of the work and agrees to indemnify and hold harmless the State of Connecticut or any of its officers, employees, other volunteers, or the adopting group for any injuries or damages they may cause or suffer as a result of participation in the program.
- ConnDOT reserves the right to revoke the Encroachment Permit at any time if it is determined that the conditions of this policy are not being adhered to.

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**ADOPT-A-HIGHWAY PROGRAM CONCURRENCE**

The \_\_\_\_\_ (Town or Adopting Group) recognize the need and the desirability of litter-free and visually-improved highways. Accordingly, the Department of Transportation Adopt-A-Highway Program has been established for community and civic organizations, as well as private businesses to contribute toward the effort of maintaining cleaner and aesthetically pleasing highways.

**RESPONSIBILITIES OF TOWN AND/OR ADOPTING GROUP**

**The Town and/or Adopting group will:**

1. Limit the activity to litter removal and beautification activities.
2. Limit the duration of the activity between the hours of 9:00 a.m. and 3:00 p.m. if possible. No activity will take place during inclement weather or poor visibility. No workers will be allowed in areas that are within the limits of a construction or maintenance project, or the day preceding or following a holiday.
3. Appoint a Group Leader to supervise the volunteer workers and submit a detailed report (on the next working day) of any injury incurred, or unusual occurrence, to the District Office that issued the Encroachment Permit. Any injury requiring hospitalization shall be reported to the District Maintenance Manager immediately at the numbers provided in the permit.
4. Provide Class 2 lime yellow safety vests to every member of the volunteer group. Safety vests will be worn by every participating member for the duration of each activity.
5. Limit work activities to the right side and non-travel portion of the road. All vehicles shall be parked well away from the travel portion of the road.
6. Place all litter collected in the bags provided by the Town/State and/or Adopting Group, tie, and leave by the roadside well clear of the actual pavement surface.
7. Have a First Aid Kit at the work location.
8. Provide adult supervision for youth groups at a ratio of (1) adult for every (4) youths. A youth is a person under (16) sixteen years of age. No person under the age of (12) twelve will be permitted to participate.
9. Be dressed appropriately. It is suggested that hard-soled footwear, shirts, long pants, and work gloves be worn. Clothing which distracts the attention of the motoring public, or headsets, may not be worn.

10. Each participating member of the volunteer group will enter their name and signature on the last page of this attachment, in the spaces provided, under the title "SIGNATURES OF VOLUNTEERS" prior to the work activity and procurement of the Encroachment Permit.
11. If any material suspected of being hazardous is discovered, notify the local police promptly.
12. Call the DOT Maintenance garage listed on the permit as soon as a section of road is complete so that bagged litter may be scheduled to be picked up by State crews.
13. Groups will be required to adopt for a one year period, which at the end must be renewed.
14. Litter pick-up will be performed once a month excluding winter months.
15. The group will be required to pick-up litter when the appearance of the adopted section is objectional.

**The Connecticut Department of Transportation will:**

1. Provide the actual sign (ie: Litter Removal, Road Work Ahead) which will be available at the time the Encroachment Permit is issued.
2. Will remove the bagged litter from the roadside and dispose of same at the earliest practicable time.
3. Erect an identification sign at each end of the adopted highway section to recognize the adopting organizations' activities and effort.

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NAME OF TOWN

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NAME OF ADOPTING GROUP

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AUTHORIZED REPRESENTATIVE

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ADDRESS

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TELEPHONE NUMBER



## INSTRUCTIONS FOR FILING APPLICATION FOR PERMIT (PMT-1)

1. Download Application For Permit (PMT-1 Rev.5/91)
2. Enter all required information.
3. Mail or hand carry to the appropriate district office.

### NOTE:

The encroachment permit certificate of insurance coverage and any specific conditions will be determined by the District Maintenance Director upon review of the proposed work.

Upon approval of the proposed work and acceptance of the insurance coverage, and any conditions, an Encroachment Permit (PMT.2B—REV 5/97) will be issued.

## CONNECTICUT WEB SITE

*www.ct.gov/dot*

### Permits and License Info

- When you open the web-site, click on *Permits and License Info* located at the top of the page.
- When Permits opens, look down the page under *Highways* and click on *Encroachment Permit*.
- On this page you will find the bond, *CON-32* (Insurance), application, instructions, list of towns and what District takes care of them. You will find the address for each District also.
- **Do not** send any permits to the Newington address.

### Other Forms and Information available under Encroachment Permit:

- A. Bond (CLA-5) – N/A.
- B. Application (PMT-1).
- C. Insurance (Accord Form).
- D. Instruction on how to fill out a permit application.
- E. Information tells you how much a permit will cost per job – N/A.
- F. District towns. This lets you know what district the town belongs to, along with the District Office address and phone number.

## CERTIFICATE OF INSURANCE FORM

A State of Connecticut Department of Transportation accepts industry standard accord forms

Coverage and Limits of Liability for the Certificate of Insurance are as follows:

Bodily Injury Liability and Property Damage Liability:

Each Accident or Occurrence: \$1,000,000  
Aggregate: \$2,000,000

|                      |             |                                     |
|----------------------|-------------|-------------------------------------|
| Item A (Required)    | \$1,000,000 | \$2,000,000                         |
| Item B (Required)    | \$1,000,000 | \$2,000,000 (This is required only) |
| Item C (If Required) | \$1,000,000 | \$2,000,000                         |
| Item H (If Required) | \$1,000,000 | \$2,000,000                         |

Item I – If item I does not apply type N/A.

- The form must be complete with effective dates and policy numbers.
- Policy numbers for Item A and Item B cannot be the same.
- This form must be typed. It cannot be hand written.
- If umbrella coverage is needed to meet the insurance requirements for the Encroachment Permit, the amount must be \$5,000,000 and *must* name the State of Connecticut as additional insured.