



ADOPT A STREET

HANDBOOK

Department of Transportation

TABLE OF CONTENTS

Program Description Page 3

Supplies List.....Page 4

Pertinent City Ordinances Page 5

Hazardous Material and Items of Concern.....Page 6

Safety Guidelines Page 7

Adopt-A-Street Procedures Page 9

Adoption Forms Page 10

Department of Transportation
1404 Mabury Road
San José, CA 95133
(408) 975-7174

This publication can be made available upon request in alternative formats, such as Braille, large print, audio tape, or computer disk. Requests can be made by calling (408) 277-4000.

Revised 6/17/09

Program Description

Adopt-A-Street's Mission:

To provide an attractive and clean streetscape environment for the community by utilizing volunteers to assist City staff with routine maintenance tasks; to develop a cooperative relationship between City staff and citizens; and to promote a sense of ownership and pride in the City's neighborhoods.

What is Adopt-A-Street?

Adopt-A-Street is a citywide volunteer program that provides businesses, organizations, neighborhood associations, and individuals the opportunity to become a partner with the City to make the community cleaner and more beautiful by selecting an area along a City street right-of-way to beautify and maintain.

Adopt-A-Street is a great way to clean up our environment and show community pride by working together for a common goal.

Who can adopt a street?

Anyone who has the enthusiasm and dedication to make our community a better place to live! We welcome:

- Neighborhood Associations
- Community groups
- Schools
- Church groups
- Seniors
- Youth groups
- Individuals

What can be adopted?

City-owned, landscaped areas along roadsides.

What do volunteers do?

Volunteers maintain their adopted areas in the following ways:

- Picking up litter
- Removing weeds
- Raking leaves
- Irrigating landscape
- Reporting any street hazards

The Adoption Process:

1. Contact the Adopt-A-Street Office at (408) 975-7174 with a request to adopt a street or area on a public right-of-way.
2. Obtain, sign, and return the appropriate forms (all of which are included in this handbook):
 - The “Volunteer Service Agreement” (adult or minor)
 - The “Adopt-A-Street Agreement”

NOTE: Depending on the adoption site and subject to Program approval, minors (under the age of 18) may participate. Groups including minors must have **at least one (1) adult supervisor over the age of 21 at the site for every five minors present.**

3. Your completed forms are reviewed by City staff.
4. If your proposal is approved, an Adopt-A-Street staff person will contact you to schedule safety training.
5. After training, you can begin working at your adopted site.

Supplies List

Bags, gloves and safety vests are distributed at the first safety meeting. The following supplies are available upon request, depending on area of need. Please contact Project Coordinator to arrange delivery.

- Litter Sticks
- Push Broom
- Rake
- Hoe
- Shovel

Volunteer Responsibilities:

- Volunteers are required to read and understand the Safety Guidelines included in this handbook (see page 6).
- Volunteers must keep track of the hours they are engaged in maintaining their adopted section. This information must be reported to Adopt-A-Street on a monthly basis. A “tracker form” is included in this handbook on page 10.
- Volunteers must notify Adopt-A-Street staff when resigning, and they must return all tools and supplies at that time.
- Volunteers must always abide by all Department of Transportation rules and local, state, and federal laws.

Acknowledgment & Recognition:

Adopters receive

- An official Certificate of Adoption

Pertinent City Ordinances:

Water Pollution Prohibited

No person shall throw, discharge or otherwise deposit or cause or permit to be placed into the waters of any fountain, pond, lake, stream, bay, pool or any body of water in or adjacent to any City park, or any tributary stream, storm sewer, sanitary sewer or drain flowing into such waters, any substance, matter or thing, liquid, solid or gas, which materially impairs the usefulness of such water for persons or the habitability of such water for any animal, bird, fish or reptile which drinks, swims in or otherwise uses said water. (S.J.M.C. 13.44.190)

No spraying of any pesticides on any right-of-way properties.

HAZARDOUS MATERIAL AND ITEMS OF CONCERN

Please use the following guidelines:

Item	Contact Project Coordinator (408) 975-7174	Contact Dispatch (408) 277-4373	Contact 911
Broken glass	√		
Damage to landscape	√		
Furniture disposal	√		
Graffiti, vandalism	√		
Suspect hazard	√		
Liquid or powder substance		√	
Fuel, oil, other fluid(s)		√	
Flares		√	
Paint		√	
Aerosol cans with fluid in them		√	
Human waste		√	
Syringes, medication, medical biohazard		√	
Animal Carcass		√	
Bloody items that may be crime- scene evidence			√
Explosives, possible bombs (capped pipes, wrapped packages, etc.)			√
Weapons (guns, knives, etc.), unspent ammunition			√
Illegal drugs			√
Animals that may have been poached			√

SAFETY GUIDELINES

Do:

Do lift all objects using your legs, not with your back.

Do wear light or bright colored clothing, hard-soled shoes and sturdy work gloves.

Do use sun block and/or wear a hat.

Do drink lots of fluids.

Do obey all traffic laws.

Do be cautious and respectful of pedestrians, cyclists, etc.

Do separate trash from green waste (plant material and debris, free of litter).

Do work with a friend, whenever possible.

Do make sure that all volunteers in your business or organization are familiar with these safety precautions.

Do work only during daylight hours.

Do remember to stay on the right-of-way facing traffic.

Do recycle whenever possible. Separate recyclables (glass, plastic and aluminum) and take home for curbside pick-up or to a drop-off center.

Don't:

Don't overexert yourself. Be sure to take breaks, drink liquids and dress appropriately for the weather.

Don't bring children or pets along on projects.

Don't leave children or pets locked in the car at work locations.

Don't use power equipment.

Don't pick up materials you suspect might be hazardous, such as needles, other bloody objects or drug paraphernalia. Call the local Fire Department immediately.

Don't pick up litter close to the edge of any curbs unless oncoming traffic is clearly visible.

Don't work under potentially dangerous weather conditions, such as intense heat, rain and/or heavy winds.

Don't spray or use any chemicals.

SAFETY GUIDELINES FOR GROUPS/SCHOOLS

For Teachers/Group Leaders:

- Must have one (1) adult 21 or over for every five (5) minors.
- Students must be supervised at all times.
- Review safety rules carefully with students before they begin clean up project.
- Tie bag tightly before disposing of in containers, and do not stomp on them.
- Wash paintbrushes in sink; do not pour excess paint down the drain.
- Report any safety hazard to (408) 277-4373.
- Add any additional safety precautions you feel appropriate.
- Return all tools borrowed from the City to the Project Coordinator.

For Students:

- Stay within sight of your teacher or group leader.
- Work with a buddy.
- Do not pick up trash near the street or curb.
- Do not pick up any sharp objects such as broken glass, needles (or any other drug paraphernalia).
- Report any street hazards or concerns to your teacher/group leader.
- If a Department of Transportation worker is present doing his/her job, do not run in front of him/her or get too close when they are working with a machine.
- Wash your hands on return to the school building/site.

PROCEDURES

Trash and Debris:

- Notify Adopt-A-Street staff before and after a cleanup to ensure timely pickup of waste and debris.
- Separate trash from green waste.
- The landscape supervisor will be contacted for pick-up and removal of trash and debris.
- There is to be no private trash in piles.
- Report any illegal dumping by calling 277-4373.

Green Waste:

- Volunteers are to utilize City of San José yard-waste recycling program by placing all green waste in front of their residence whenever possible.
- Do not bag green waste.

Graffiti:

Report graffiti to Anti-Graffiti Program at (408) 277-3208.

Special Projects:

If you wish to coordinate a special project, notify Adopt-A-Street staff at least two (2) weeks in advance to ensure resource availability.

City of San José
ADOPT-A-STREET

AGREEMENT

Date: _____

Adopt-A-Street Participant (or Group): _____

Group Contact Person (if applicable): _____

Mailing Address: _____ City: _____ State _____ Zip _____

Phone (day): _____ Phone (eve.): _____ e-mail: _____

Area Interested in Adopting: _____

Services to be Provided:

Work Schedule: _____

Total Weekly Hours: _____

TERMS AND CONDITIONS

- 1. Term:** Subject to City's right to terminate, this agreement shall be in full effect for **one year** beginning _____.
OR
Subject to City's right to terminate, this agreement shall be in effect for **three years** beginning _____.

2. Conditions:

- (a) The participant(s) shall develop and follow a regular schedule of maintenance of the property as agreed upon by the Department of Transportation and report any hazards to City staff.
- (b) The contact person shall report all hours volunteered to the Adopt-A-Street Coordinator.
- (c) Each individual participant must sign the City of San José's standard Volunteer Service Agreement.

- 3. Access:** Volunteers are allowed access to City property by the City, for the purpose of carrying out the terms of this agreement.

The City of San José reserves the right to terminate this agreement at any time.

ADOPT-A-STREET PARTICIPANT

CITY OF SAN JOSÉ

Signature

Diane Milowicki, Division Manager

1404 Mabury Road, San José, CA 95133
Tel (408) 975-7174 • Fax (408) 275-8468

ADOPT-A-STREET Volunteer Hours-Tracker's Form

This information helps the City measure your generous contributions.

Volunteers are required to:

- Calculate, record, and report the total number of hours worked at each adopted site by filling in the chart below (for convenience) and
- Report volunteer hours by the 5th day of each month.

Please mail forms to:

Adopt-A-Street
1404 Mabury Road
San José, CA 95133

OR call in or fax hours:

PH. (408) 975-7174 FAX: (408) 275-8468

OR e-mail hours:

Adopt_A_Street@sanjoseca.gov

Adopt-A-Street Hour Tracking Form			
Date(s)	# of Volunteer's Present	# of Hours Worked	Total Hours Worked per Week
Adopted Site:			Monthly Total <i>Add column vertically</i>

Tasks completed this month:

Notes/Comments:

We/I _____ have followed all City guidelines for the Adopt-A-Street Program and have worked _____ total hours for the month of _____ at our adopted site of _____.

Tracker's Signature

Phone

Date

CITY OF SAN JOSE
VOLUNTEER SERVICE AGREEMENT / MINOR
DEPARTMENT OF TRANSPORTATION

I, _____ am under 18 years old and agree to volunteer my services to the **Department of Transportation** of the CITY OF SAN JOSE ("City".) I understand that there must be an adult 21 or over present for every five (5) minors.

I understand that any changes to my schedule are subject to the approval, in advance, by the Department Coordinator.

I acknowledge that there is no salary or other compensation or prizes of any kind to be provided by the City for my services as a volunteer. Rewards or prizes for volunteer service to the City may be offered by other persons; however, the City is not responsible for the payment of any such reward or prize to me.

I acknowledge that I have read and understand the City guidelines for participation in the Adopt-A-Street Program will abide by all local, state, and federal laws during the course o my participation in the Program.

I understand that during the course and scope of my volunteer services to the City, I will be covered under the City's Workers' Compensation self-insurance. I also understand and agree that my sole remedy for any injury that I may sustain during the course and scope of my volunteer services to the City, which is covered by Workers' Compensation, shall be through the City's Workers' Compensation self-insurance coverage. I waive any other right or remedy that I may have available to me for the injuries described above.

I also acknowledge and agree that my services are provided for the convenience of the City and may be terminated for any reason or for no reason and at any time by the City without notice or hearing.

Participant: _____ Phone: _____
(Please Print)

Address: _____ City: _____ Zip _____

Emergency contact: _____
(Name & Number)

Signature of parent or guardian Date

City of San José Designee Date

NOTES:

**For more information on ADOPT-A-STREET
call our office at
(408) 975-7174**

NOTICE OF NONDISCRIMINATION: The City of San José prohibits discrimination on the basis of race, color, national origin, age, sex, or handicap in its programs or activities. If anyone believes he or she has been discriminated against in any department activity, program or facility, a complaint may be filed with the City's Affirmative Action Office or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240