



Adopt a Highway Program Conditions

General Conditions

1. The British Columbia Ministry of Transportation (the “Ministry”) offers for ‘adoption’, sections of provincially maintained highway rights-of-way that may include general roadsides and medians, interchanges, and rest areas. Groups that wish to adopt a particular location should contact the local **Ministry of Transportation District Office**. The ministry staff will work with the adopting organization to determine available sites appropriate for adoption purposes. The ministry will assist you to determine the limits of an adoption in regard to overall size, and start and finish locations. Safety of the volunteers is of primary concern in determining sites. Requests for adoptions are filled on a ‘first come, first served’ basis.
2. Adopting organizations are expected to provide litter pickup services as a basic requirement under the Adopt a Highway program. This is usually done 4 times per year for the assigned area unless otherwise indicated on the permit application. The scheduling of pickups, along with any other proposed maintenance or beautification activity, should be described on the [Volunteer Application form](#).
3. Individuals 19 years of age and older may adopt highways. (Please see the operational requirements on the next page for rules regarding program participation for those under 19 years old.)
4. Highway ‘adoption’ may include any of the following activities: litter pickup, roadside mowing, landscape maintenance, landscape planting and beautification, and other work that may be appropriate for the site chosen.
5. Businesses, informal groups, and formal organizations, such as civic, social or school groups, may adopt highways. To ensure safety, volunteer adoptions will generally be limited to activities that do not involve the operation of large equipment directly adjacent to the highway. Exceptions may be made if the organization has access to experienced operators for such activities.
6. In recognition of support for the Adopt a Highway program, the ministry will:
 - install an Adopt a Highway sign with the organizations name for litter pickup;
 - install **customized signage** promoting a business or organization in recognition of a significant level of maintenance and/or beautification, beyond basic litter pickup.
7. Groups wishing to adopt a highway section need to identify a coordinator to serve as the liaison between the adopting organization and the ministry. The coordinator will be the point of contact for all communications between the organization, the ministry, and the ministry’s maintenance contractor. The coordinator is responsible for organizing the participants, scheduling the activities, and notifying the district office or maintenance contractor in advance of any proposed work.
8. The adopting organization’s coordinator is responsible for ensuring that anyone who participates in the Adopt a Highway program has first received the ministry supplied safety information and training. (See [Safety Orientation for Volunteers](#))



9. Two years is the standard term for an adoption permit. Agreements may be renewed, revised or terminated after the initial two year period.
10. Volunteer groups and corporate sponsors must comply with the Adopt a Highway insurance specifications and indemnity requirements for their specific groups. (Please review [Insurance Specification Guidelines](#))
11. Where an adopting organization contracts out any part of the work described in the Adopt a Highway agreement the organization will ensure that all contractors, and their subcontractors, provide certificates of insurance that meet or exceed the established insurance specifications to the district office.
12. The Ministry will monitor programs in all areas to determine if the Adopt a Highway program objectives are being met. The ministry reserves the right to cancel the program in a given area if there is a safety concern, inadequate performance, or potential harm to the public image of the program. The ministry also reserves the right to limit the number of adoptions for a single group or entity.

Operational Requirements

Scheduling Provisions

1. Scheduling is the responsibility of the organization coordinator. The coordinator is required to provide the maintenance contractor with at least 5 working days notice of proposed work so the contractor can schedule their activities accordingly. To ensure safety, no work is to take place during a statutory holiday, during the afternoon on the day before a statutory holiday, or on holiday weekends.
2. The ministry contact or maintenance contractor will provide the adopting organization with the required advance warning and roadwork signing, safety vests, trash bags, and miscellaneous items such as traffic cones when required. All materials are to be picked up prior to and returned after each work session.
3. All work is to be done during daylight hours only (one hour after sunrise and one hour before sunset). Work that is directly adjacent to the road is not to be undertaken during inclement weather conditions, or when visibility is poor, e.g. heavy rain, fog, etc.
4. The maintenance contractor will provide for pickup and disposal of filled trash bags. Place filled and tied bags at the highway shoulder, unless otherwise arranged. Advise the district office when litter gathering and bagging is completed so they can have the contractor do pickup. Large, heavy, unyielding objects and road kill, are not to be handled, but are to be flagged (by placing a filled trash bag beside object) for pickup by the maintenance contractor. The recycling of gathered materials is encouraged to the extent if it is practical to separate the material into categories of glass, plastic, metal, and "other" refuse. Profits from the sale of recyclable items shall belong to the adopting organization.
5. Respect the rights of private landowners and do not trespass or interfere with their activities.
6. Submit items of value that are found on the highway right-of-way (e.g. wallets, jewelry, etc.) to the Coordinator for subsequent reporting to the nearest police detachment.



Safety Guidelines

1. Safety is a priority condition for program implementation. All participant activities are to be carried out safely in accordance with ministry requirements.
2. The adopting organization's coordinator is responsible for ensuring all Adopt a Highway participants receive the ministry supplied safety information package and training session, before they are involved in any roadside activity. This safety information will be provided to the coordinator for subsequent distribution to participants. Participants from any adopting organization should hold at least one safety meeting per year to review the safety information material supplied.
3. Participants in Adopt a Highway must be at least 12 years of age. The adopting organization must provide supervision by one or more adults (19 years of age or older) for every 5 persons under the age of 19 involved in an activity. One crew chief is required on site for every 15 participants. Working group size is to be a minimum of 3 persons.
4. Safety requirements include, but are not limited to:
 - Wearing of safety vests (supplied), gloves, and appropriate footwear
 - Having appropriate advisory/warning signing in place (provided)
 - Arranging for adequate off shoulder parking, safe access, and/or providing group transportation to the work site
 - Ensuring adequate crew supervision, especially for younger participants
 - Providing basic first aid services and communications access, e.g. cell phone, two-way radio, etc. (It is recommended that at least one person on site have a first aid certificate).
5. The adopting organization is responsible for putting up the advisory "Adopt a Highway Litter Control" or "Crew Working" signs before each scheduled work activity, and for removing the signs after the work is finished for that day. To ensure motorists reduce speed when traveling through the work area, it is an important safety issue that these signs are used correctly and removed promptly when activities are completed.
6. Adopting organizations are required to report all accidents/incidents during the course of Adopt a Highway work. The coordinator is required to advise the maintenance contractor within 24 hours of the incident occurrence. Notification should include all pertinent information relating to the incident to ensure adequate follow-up. (See [Safety Section](#) for further details)
7. Pets belonging to program participants **are not allowed** in the work area.
8. Participants must not pickup syringes, needles, or any item suspected to be hazardous. Take appropriate precautions and report the circumstances to the on site crew leader.
9. Participants are not to direct, stop, or interfere with traffic.
10. The ministry reserves the right to cancel the program in a given area if there is a safety concern, inadequate performance, or potential harm to the public image of the program. The ministry also reserves the right to limit the number of adoptions for a single group or entity.