

**TITLE 21. PUBLIC WORKS  
DIVISION 2. DEPARTMENT OF TRANSPORTATION**

**Chapter 23. Adopt-A-Highway Program**

**DOCUMENTS INCORPORATED BY REFERENCE**

**Forms:**

1. MTCE-018 Adopt-A-Highway Program Application (Rev 07/09)
2. TR-0103 Adopt-A-Highway Permit Application (Rev 09/09)
3. TR-0121 Encroachment Permit (Adopt-A-Highway) (Rev. 02/08)
4. MTCE-09 Attachment A (Adopt-A-Highway Special Provisions) (Rev. 07/09)
5. TR-0156 Adopt-A-Highway Permit Special Provisions (Rev. 09/09)
6. MTCE-10 Safety Orientation Checklist for Adopt-A-Highway Contractors (Rev. 06/09)
7. MTCE-02 Adopt-A-Highway Safety Orientation Checklist for Volunteers (Rev. 07/09)

**Handouts:**

8. Adopt-A-Highway Recognition Panel Design Guidelines (Rev. 10/09)
9. Working With Contractors (Rev. 12/08)
10. Recognition Panel Installation by Adopt-A-Highway Service Contractors (Rev. 10/09)
11. Preparing a Vegetation Control Site Plan and Work Schedule (Rev. 07/09)
12. Preparing Tree and Shrub Planting Plans and Work Schedule (Rev. 07/09)
13. Preparing Wildflower Planting Plans and Work Schedule (Rev. 07/09)
14. Instructions for Using Mulch (Rev. 09/09)
15. Caltrans Licensing Requirements for Adopt-A-Highway Volunteers Using Herbicides (Rev. 02/06)

**Director's Policy:**

16. California Department of Transportation, DP-01-R6, Director's Policy on Equal Employment Opportunity (Rev. 07/06)

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION  
**ADOPT-A-HIGHWAY PROGRAM APPLICATION**

MTCE 018 (REV 7/2009)

**FOR CALTRANS' USE:**

DATE RECEIVED - INITIALS

DATE COMPLETED



**ADOPT-A-HIGHWAY**

The Adopt-A-Highway Program and its courtesy signs are not a forum for advertisement or public discourse. Adopters are not guaranteed a sign. Signs will display the name of the individual, organization, agency, or business providing the adoption service. Subject to approval, organizations and businesses may display their logo along with their name, or, they may display their logo by itself.

Program applications are subject to review and approval. If a requested location is already adopted, your group will be placed on a waiting list. If a requested location is available for adoption, you will be sent an Adopt-A-Highway Encroachment Permit Application to sign and return.

**ADOPTION TYPE(S)**

- LR: Litter Removal       VC: Vegetation Control<sup>1</sup>       WF: Wildflower Planting<sup>1</sup>       Other \_\_\_\_\_
- GR: Graffiti Removal       TP: Tree and Shrub Planting<sup>1</sup>       SWP: "Spot" Wildflower Planting<sup>1,2</sup>

<sup>1</sup>Once a requested location becomes available, you will be required to submit work plans and a work schedule for review and approval.

<sup>2</sup>Spot wildflower planting adopters do not receive a sign.

**ADOPTION SITE(S) REQUESTED: If you do not know a site's post mile range, please call 1-866-236-7824 for assistance or leave the field empty and your District Adopt-A-Highway Coordinator will call you.**

TYPE	COUNTY	ROUTE	POST MILE RANGE - LOCATION TYPE	DIRECTION(S) <input type="checkbox"/> North or East Bound	<input type="checkbox"/> South or West Bound
TYPE	COUNTY	ROUTE	POST MILE RANGE - LOCATION TYPE	DIRECTION(S) <input type="checkbox"/> North or East Bound	<input type="checkbox"/> South or West Bound
TYPE	COUNTY	ROUTE	POST MILE RANGE - LOCATION TYPE	DIRECTION(S) <input type="checkbox"/> North or East Bound	<input type="checkbox"/> South or West Bound
TYPE	COUNTY	ROUTE	POST MILE RANGE - LOCATION TYPE	DIRECTION(S) <input type="checkbox"/> North or East Bound	<input type="checkbox"/> South or West Bound
TYPE	COUNTY	ROUTE	POST MILE RANGE - LOCATION TYPE	DIRECTION(S) <input type="checkbox"/> North or East Bound	<input type="checkbox"/> South or West Bound

**APPLICANT INFORMATION: Businesses must submit a copy of their business license or other proof of business name.**

INDIVIDUAL, ORGANIZATION, AGENCY, OR BUSINESS NAME \_\_\_\_\_ WORK WILL BE PERFORMED BY (Minimum age for participants is 16 years)  
 Volunteers: Aged  16+  18+  Hired Contractor

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

NAME OF PRIMARY CONTACT (Must be at least 21 years old) \_\_\_\_\_ TITLE \_\_\_\_\_ E-MAIL \_\_\_\_\_

PHONE NO. \_\_\_\_\_ ALT. PHONE NO. \_\_\_\_\_ FAX \_\_\_\_\_ ALTERNATE CONTACT (Required, must be at least 21 years old) \_\_\_\_\_ ALT. CONTACT'S PHONE NO. \_\_\_\_\_

SIGNATURE OF APPLICANT'S PRIMARY CONTACT \_\_\_\_\_ DATE \_\_\_\_\_

**CONTRACTOR INFORMATION: Complete only if application is submitted by contractor on behalf of a sponsor group.**

CONTRACTOR'S BUSINESS NAME \_\_\_\_\_ CONTRACTOR REPRESENTATIVE \_\_\_\_\_  Recognition Panel Installation and Removal Requested

SIGNATURE OF CONTRACTOR'S REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

**APPLICANT ELIGIBILITY APPROVAL - FOR CALTRANS' USE:**

Approved       Denied

SIGNATURE OF DISTRICT DEPUTY DIRECTOR OF MAINTENANCE \_\_\_\_\_ DATE \_\_\_\_\_

**PERSONAL INFORMATION NOTICE:** Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification to inspect all personal information in any record maintained on the individual by an identifying particular.

**ADA NOTICE:** For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION  
**ADOPT-A-HIGHWAY PERMIT APPLICATION**

TR-0103 (REV. 09/2009)

PERMIT NO.
DIST/CO/RTE/PM

**PERSONAL INFORMATION NOTICE:** Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification to inspect all personal information in any record maintained on the individual by an identifying particular.

**ADA NOTICE:** For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 653-3657 or TDD (916) 654-3880 or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

**FOR CALTRANS USE (Date Received)**

**PERMISSION IS REQUESTED TO ENCROACH ON THE STATE HIGHWAY RIGHT OF WAY AS FOLLOWS:**  
*Please call 1-866-ADOPTAHWY for assistance in completing this form.*

**APPLICATION TYPE (Check One)**

- New Adoption                       Adoption Renewal                       Waiting List Placement

**ADOPTION TYPE**

- Litter Removal                       Seedling Tree and Shrub Planting <sup>1</sup>
- Graffiti Removal                       Wildflower Planting and Vegetation Control <sup>1</sup>
- Vegetation Control <sup>1</sup>                       "Spot" Wildflower Planting <sup>1</sup> ("Spot" adoption participants receive no sign.)
- Recognition Panel Replacement. (Contractors only. Panels must be approved by the Department.)
- Other, describe: \_\_\_\_\_

*NOTE: Applications for new adoptions and adoption renewals will not be processed until required support documents have been received.  
<sup>1</sup> Plans and schedules are required. If herbicides will be used, a Pest Control Recommendation is required and the applicator must submit proof of appropriate licensing or certification by the Department of Pesticide Regulation.*

**ADOPTION SITE LOCATION**

COUNTY	ROUTE	POST MILE RANGE	DIRECTION(S) <input type="checkbox"/> North Bound <input type="checkbox"/> South Bound <input type="checkbox"/> East Bound <input type="checkbox"/> West Bound
BEGINNING POST MILE DESCRIPTION (Landmark, cross street, etc.)			END POSTMILE DESCRIPTION (Landmark, cross street, etc.)

**APPLICANT INFORMATION**

ORGANIZATION/BUSINESS NAME			<b>DOUBLE PERMIT</b>	
PRIMARY CONTACT (Unless otherwise notified, Caltrans assumes that the primary contact is the group's safety leader)			<input type="checkbox"/> Check if applicant is a contractor.	
ADDRESS			TITLE	
CITY			STATE	ZIP CODE
PHONE NUMBER	ALTERNATE PHONE NUMBER	FAX	E-MAIL	
ALTERNATE CONTACT (Required)			<input type="checkbox"/> Check if alternate contact is the group's safety leader.	ALTERNATE CONTACT'S PHONE NUMBER

WORK WILL BE PERFORMED BY

- Volunteers over the age of 18     Volunteers over the age of 16     Hired Contractor (name) \_\_\_\_\_

**AUTHORIZED SIGNATURE** *The undersigned agrees that work will be done in accordance with Caltrans rules and regulations and subject to inspection and approval. The Adopt-A-Highway Program and its courtesy signs are not a forum for advertisement or public discourse.*

SIGNATURE OF PRIMARY CONTACT	DATE
------------------------------	------

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION  
**ENCROACHMENT PERMIT (ADOPT-A-HIGHWAY)**

TR-0121 (REV. 02/2008)

Permit No.	
Dist/Co/Rte/PM	
Date	
Fee Paid \$ N/A	Deposit \$ N/A
Performance Bond Amount (1) \$ N/A	Payment Bond Amount (2) \$ N/A
Bond Company N/A	
Bond Number (1) N/A	Bond Number (2) N/A

In compliance with (*Check one*):

- Your application of \_\_\_\_\_
- Utility Notice No. \_\_\_\_\_ of \_\_\_\_\_
- Agreement No. \_\_\_\_\_ of \_\_\_\_\_
- R/W Contract No. \_\_\_\_\_ of \_\_\_\_\_

TO: \_\_\_\_\_  
 \_\_\_\_\_, PERMITTEE

and subject to the following, PERMISSION IS HEREBY GRANTED to:

Perform the following activities on \_\_\_\_\_  
DISTRICT / COUNTY / ROUTE / POSTMILE RANGE / DIRECTION(S)

- Litter Removal.
- Graffiti Removal.
- Vegetation Control.
- Recognition Panel Replacement. (By contractors only. Panels must be approved by the Department.)
- Other, describe: \_\_\_\_\_
- Seedling Tree and Shrub Planting.
- Wildflower Planting and Vegetation Control.
- "Spot" Wildflower Planting.

**NO ONE UNDER 16 YEARS OF AGE IS ALLOWED TO PARTICIPATE ON STATE RIGHT-OF-WAY.  
 THIS PERMIT IS NOT A PROPERTY RIGHT AND DOES NOT TRANSFER WITH THE PROPERTY TO A NEW OWNER.**

The following attachments are also included as part of this permit (*Check applicable*):

- Adopt-A-Highway Permit Special Provisions.
- Attachment A (Adopt-A-Highway Special Provisions).
- Vegetation Control Plan, Work Plan, and Work Schedule.
- Planting Plan, Work Plan, and Work Schedule.

**ADVANCE NOTIFICATION OF WORK:** Before each work occasion, the Permittee shall notify the Department's Maintenance Field Representative at least five working days, but no more than one month, prior to start of any work to ensure coordination with other activities.

\_\_\_\_\_  
DEPARTMENT'S MAINTENANCE FIELD REPRESENTATIVE PHONE NUMBER

Permittee's work shall be subordinated to State operations and shall not interfere with State forces or State's contractors.

- Yes
  - No
- The information in the environmental documentation has been reviewed and considered prior to approval of this permit.

This permit expires on \_\_\_\_\_, 20\_\_\_\_\_  
 This permit is to be strictly construed and no other work other than specifically mentioned is hereby authorized.  
 No project work shall be commenced until all other necessary permits and environmental clearances have been obtained.

APPROVED: \_\_\_\_\_  
 \_\_\_\_\_, District Director

BY: \_\_\_\_\_  
 \_\_\_\_\_, District Permit Engineer

**ATTACHMENT A (ADOPT-A-HIGHWAY SPECIAL PROVISIONS)**

MTCE-09 (REV 7/2009)

**1. DEPARTMENTAL CONTACTS:**

**District Adopt-A-Highway Coordinator** (Processes applications, answers questions regarding program policy, maintains program data, receives contact information changes.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Maintenance Supervisor or Designee** (Receives five-day advance notice of work, provides additional supplies and equipment throughout the permit period, arranges for collection of filled litter bags, hazardous materials, and large items.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Representative Providing Safety Orientation** (Answers safety-related questions, provides initial supply of safety equipment.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**2. WORK FREQUENCY:** *(Check all that apply)*

- Litter shall be removed a minimum of \_\_\_\_ times per year.
- Graffiti shall be removed within \_\_\_\_ calendar days of notification.
- Vegetation shall be controlled a minimum of \_\_\_\_ times per year.
- Planting, vegetation control, and other activities shall be performed per permittee's attached plans and schedules.

**3. WORK DAYS AND HOURS**

**Work shall not be scheduled by any permittee** during the holiday periods listed in Special Provisions 10. **In addition, work shall not be scheduled:**

**Volunteer litter removal groups shall schedule work** during the national cleanup events listed in Special Provisions 11 (weather permitting). **In addition, volunteer litter removal groups shall schedule work:**

**4. SITE ACCESS – Direction 1:**

Walk-on entry and exit points?  Yes  No  
Shoulders for drop-off and pick-up?  Yes  No  
Space to park off of shoulders?  Yes  No

**Comments/Recommendations:**

**Site Access – Direction 2:**

Walk-on entry and exit points?  Yes  No  
Shoulders for drop-off and pick-up?  Yes  No  
Space to park off of shoulders?  Yes  No

**Comments/Recommendations:**

**5. WORK AREA DESCRIPTION – Direction 1:**

**Begin:**

**End:**

**WORK AREA DESCRIPTION – Direction 2:**

**Begin:**

**End:**

**6. WORK PROCEDURES** In addition to the restrictions listed in item 15 of the Special Provisions, work may **not** be performed in the following portions.

**Direction 1:**

**Direction 2:**

GROUP NAME/CONTRACTOR NAME

ADOPTION TYPE AND LOCATION

ADOPT-A-HIGHWAY COORDINATOR SIGNATURE

DATE PREPARED

**ADOPT-A-HIGHWAY PERMIT SPECIAL PROVISIONS**

TR-0156 (Rev. 09/2009)

1. **AUTHORITY:** The Department's authority to issue encroachment permits is provided under Division 1, Chapter 3, Articles 1 - 3, Section 660 to 734 of the Streets and Highways Code.
2. **REVOCAION/CANCELLATION:** This permit may be revoked by the Department for noncompliance with permit provisions or for failure of the permittee, or their representative to adhere to direction given by a Departmental representative. These provisions are subject to modification or abrogation at any time. This permit may be temporarily suspended due to construction or other State operations at, or within, the vicinity of the site.  
  
Permittee may cancel their permit at any time without consequence from the Department. Permittees using contractors are responsible for terminating those arrangements.
3. **ASSIGNMENT:** No parties other than the permittee, or permittee's authorized representative, are allowed to work under this permit.
4. **ACCEPTANCE OF PROVISIONS:** Permittee understands and agrees to accept these Adopt-A-Highway Permit Special Provisions and all attachments to this permit, for any work to be performed under this permit. It is understood and agreed by the permittee that performing work under this permit shall constitute acceptance.
5. **PERMITTEE RESPONSIBILITY:** No person shall enter the State's right of way to perform work until the Department's Maintenance Supervisor has given the permittee's group/crew leader a safety orientation, and, all participants have received safety training from the permittee's group/crew leader as described in items 20 and 24.  
  
It is the responsibility of the permittee to notify the District Adopt-A-Highway Coordinator of any change of permittee's address, phone number, or contact person.
6. **PLAN CHANGES:** Changes to plans, specifications, and permit provisions are not allowed without prior approval from the Department.
7. **AGE OF PARTICIPANTS:** No minors under the age of 16 are permitted to participate in the program. Minors, 16 and 17 years of age, may participate; however, there must be one adult supervisor for every five minors present at the work site. The adult supervisor must be at least 21 years old and must walk along with the group. Volunteer group leaders must be adults who are at least 21 years old.
8. **BEGINNING OF WORK:** Work authorized by this permit shall begin **after a safety orientation has been completed and within 30 calendar days from the date of issuance**, regardless of whether or not the permittee's Adopt-A-Highway courtesy sign(s) and/or recognition panel(s) have been installed. Work shall not be discontinued if the permittee's courtesy sign is damaged or stolen.
9. **ADVANCE NOTICE OF WORK:** Permittee must notify the Department's Maintenance Supervisor listed on Attachment A (Adopt-A-Highway Special Provisions) of their plans to work at least five days, but no more than one month, before the event.
10. **WORK DAYS AND HOURS:** Work must be performed during daylight hours. If weather (or other adverse circumstance) causes decreased visibility or a public hazard, work shall immediately be discontinued. Work shall not be conducted on, or within twenty-four hours preceding, the following holidays or holiday weekends: New Year's Day, Martin Luther King, Jr.'s Birthday, Washington's Birthday, Cesar Chavez's Birthday, Easter, Memorial Day, Independence Day (July 4th), Labor Day, Veteran's Day, Thanksgiving and the day after, and Christmas. Unless specified, work is permitted the day following a legal holiday or holiday weekend.
11. **PARTICIPATION IN STATEWIDE EVENTS:** Weather permitting, volunteer litter removal groups shall schedule work during the "Great American Cleanup-California" (March-May) and "California Cleanup Day" (September) events in order to support Adopt-A-Highway's participation in national and international cleanup events.
12. **CONFLICTING ENCROACHMENTS:** Permittee shall yield start of work to ongoing, prior authorized, work adjacent to or within the limits of the project site.
13. **PERMIT AT WORK SITE:** Permittee shall keep the complete permit package (Adopt-A-Highway Encroachment Permit, Adopt-A-Highway Permit Special Provisions, and if applicable, plans and work schedule) or a copy thereof, at the work site and show it upon request to any Department representative or law enforcement officer. If the permit package is not kept and made available at the work site, the work shall be suspended. In addition, a copy of the encroachment permit must be displayed in the windshield of each vehicle parked on the right of way. Vehicles without permits may receive traffic citations.
14. **PARKING AT THE WORK SITE:** Participant's personal vehicles shall not interfere with the free flow of traffic or pedestrians. Vehicles used to transport participants or materials may legally park on the right of way provided that they are located completely *off of the pavement and a minimum of six feet from any traffic lane*. If this is not possible, participants must walk to and from the site or, if the site has a shoulder, participants can use a drop-off and pick-up arrangement.
15. **WORK PROCEDURES:** Work shall proceed in the direction facing traffic. A posted safety lookout shall be used when fellow participants are unable to watch oncoming traffic.  
  
Work shall not be performed on or within six feet from any traffic lane or on median strips. Participants shall not walk or run across access-controlled highways (freeways), including on-ramps and off-ramps unless there are crosswalks. Participants shall not work on unstable or slippery ground, on slopes greater than approximately 40°, on bridges, in tunnels, or inside culverts. Unless excluded by the aforementioned conditions, or entered on Attachment A, Work Procedures, litter removal and vegetation control shall be performed behind soundwalls.
16. **PUBLIC TRAFFIC CONTROL:** All forms of traffic control, including shoulder, lane, and ramp closures, signs, cones, vehicles, or any other traffic control device are prohibited under this permit.
17. **SAFETY EQUIPMENT:** It is required that all participants wear hard hats, safety vests, gloves, and protective eye wear while on the State's right of way. The Department will provide these and, if needed, litter pickers to volunteers free of charge. In addition, participants are required to wear long pants and substantial leather shoes or boots with ankle support. Any State-furnished, personal protective equipment, unused materials, and tools shall be returned upon termination of the permit.
18. **LITTER BAGS:** Participants shall use white, Adopt-A-Highway bags provided by the Department. Securely tied, filled bags must be placed at least six feet from the edge of traffic lanes and off of paved shoulders. Bags must be placed in locations where they are not obstructing drainage and where Departmental maintenance forces can easily see them and safely retrieve them. Whenever possible, bags

should be stacked together and/or placed 100 feet from structures. It is important for participants to leave their filled bags at the site so that the Department can verify that work frequencies are being met. Also, the monthly count of white bags collected, enables the Department to quantify the value of the Adopt-A-Highway Program. (Participants may take bags of recyclables home.)

**19. STORAGE OF EQUIPMENT AND MATERIALS:** Unless specified in the Permittee's planting and/or work plans, storage of equipment and materials (other than filled, Adopt-A-Highway litter bags) on the State right of way is not authorized under this permit.

**20. SAFETY PROCEDURES FOR VOLUNTEER GROUPS:**

**A. Designate group leaders.** Each permittee shall designate a group leader and an alternate group leader to represent the group. Unless otherwise notified, the Department considers the group leader to be the individual whose name appears on the attached encroachment permit.

Unless otherwise notified, the Department considers the alternate group leader to be the individual named as the alternate contact on the Adopt-A-Highway Program Application.

**B. Attend a Caltrans safety orientation.** Both the group leader and the alternate group leader shall schedule and attend a safety orientation given by the Department's Maintenance Supervisor. The "Adopt-A-Highway Safety Orientation Checklist for Volunteers" will be reviewed, signed, and copies given to the group leaders.

**C. Obtain safety equipment:** Safety equipment and a copy of the Adopt-A-Highway safety video shall be issued during the Caltrans safety orientation. Participants who need them will also receive Adopt-A-Highway litter bags and litter pickers. Additional safety equipment and litter bags may be obtained as needed throughout the permit period from the Department's Maintenance Supervisor.

**D. Provide safety training to all group members.** The group leader or alternate group leader shall then provide safety training for all participants before they attend a work event. The encroachment permit and special provisions shall be explained and part two of the Adopt-A-Highway safety video must be viewed.

**E. Conduct safety reviews before each work event.** The group leader or alternate group leader shall conduct a brief, off-site safety review each time the group goes out to work. The "Safety Requirements for Participants" and the "Bag It, Move It, or Leave It?" handouts shall be reviewed. The group leader or alternate group leader shall ensure that all participants are equipped with safety gear and that minors will be adequately supervised. The group leader or alternate group leader must participate in the work event.

**F. Provide annual safety training.** The group leader or alternate group leader shall hold an annual safety training refresher for all participants. Once again, the encroachment permit and special provisions shall be explained and part two of the Adopt-A-Highway safety video viewed.

**G. Report Injuries, Accidents, and Incidents.** The following occurrences shall be reported to the District Adopt-A-Highway Coordinator by the next business day: injuries resulting in an individual seeking medical treatment, vehicular damage resulting in an insurance claim and/or police report, and incidents where the California Highway Patrol was contacted.

**H. Report changes in contact information or leadership to the District Adopt-A-Highway Coordinator.** New group leaders, appointed during the permit period, must make arrangements to attend a safety orientation given by the Department's Maintenance Supervisor, not the permittee's previous group leaders.

**21. ADOPT-A-HIGHWAY SIGNS:** The Department shall furnish, install, and maintain an Adopt-A-Highway courtesy sign(s) and standard recognition panel(s) at the adoption site in recognition of the Permittee's contribution. Standard recognition panels shall display the Permittee's name in black, block letters on a white background. Permittees may furnish a customized, recognition panel(s) at their own expense. Specifications for the recognition panel's wording, size, color, type style, placement, and any subsequent modifications shall be solely determined and approved by the Department. (Note: "Spot" Wildflower and Supplemental Litter Removal adoptions do not meet minimum requirements for a courtesy sign.) **Neither the Adopt-A-Highway Program nor its courtesy signs are intended to provide a forum for advertisement, solocitation, or public discourse.**

**22. WHEN AN ADOPT-A-HIGHWAY CONTRACTOR IS UTILIZED:** Individuals, organizations, and businesses may adopt segments of highway and have the required adoption work performed by a professional business through contract or agreement. Contractors must submit a separate Adopt-A-Highway Permit Application and will be issued a "double permit." Only contractors that have been pre-approved by the Department may be utilized. In order to receive Departmental approval, contractors must submit and maintain the following documents:

**A. Liability Insurance:** Contractors with employees shall maintain \$1,000,000 of general liability insurance for each occurrence, plus \$2,000,000 of excess liability insurance (totaling \$3,000,000). Contractors who do not utilize paid employees shall maintain \$1,000,000 in general liability insurance for each occurrence; no excess liability insurance is required. All certificates of liability insurance shall name the State of California Department of Transportation as additional insured.

**B. Vehicular insurance,** in the minimum amount of one million dollars, is required of all contractors.

**C. Worker's compensation insurance,** in the minimum amount of one million dollars, is required for contractors who employ persons to perform work authorized under this permit.

**D. Professional licensing** as required by the California Contractors State License Board and/or the California Department of Pesticide Regulation to perform work authorized under this permit. **Subcontracting is not permitted under the Adopt-A-Highway Program.**

**E. County and/or city business licenses** as required by local governments to perform work authorized under this permit.

Contractors are required to provide a minimum notice of 30 days to the Department's District Adopt-A-Highway Coordinator or State-wide Adopt-A-Highway Coordinator before any reduction in coverage and/or cancellation of coverage becomes effective.

**23. INSTALLATION OF RECOGNITION PANELS BY ADOPT-A-HIGHWAY CONTRACTORS:** Adopt-A-Highway contractors may install recognition panels at specific locations if the work is authorized on page one of the attached Encroachment Permit (Adopt-A-Highway) and they have received an Adopt-A-Highway Service Contractor Recognition Panel Installation Order.

**ADOPT-A-HIGHWAY PERMIT SPECIAL PROVISIONS**

TR-0156 (Rev. 09/2009)

**24. SAFETY PROCEDURES FOR ADOPT-A-HIGHWAY CONTRACTORS:**

- A. Attend a Caltrans safety orientation.** Adopt-A-Highway contractors shall abide by safety requirements set forth by California Occupational Safety and Health Administration (Cal-OSHA). In addition, the contractor's crew leader must schedule and attend a safety orientation given by the Department's Maintenance Supervisor. The "Safety Orientation Checklist for Adopt-A-Highway Contractors" will be reviewed, signed, and a copy given to the crew leader.
- B. Report Injuries, Accidents, and Incidents.** The following occurrences shall be reported to the District Adopt-A-Highway Coordinator by the next business day. Injuries resulting in an individual seeking medical treatment, vehicular damage resulting in an insurance claim and/or police report, and incidents where the California Highway Patrol was contacted.
- C. Contractor's crew must carry an identification card.** The card must list the employee's name, the name of the Adopt-A-Highway contractor, and a phone number where the crew leader can be reached during working hours.

**25. PERMITS FROM OTHER AGENCIES:** This permit is invalid if the permittee has not obtained all permits necessary and required by law, from Cal-OSHA, the Public Utilities Commission of the State of California (PUC), the California Contractors State License Board, the California Department of Pesticide Regulation, or any other public agency having jurisdiction.

**26. COST OF WORK:** Unless stated in the permit, or a separate written agreement, the permittee shall bear all costs incurred for work within the State right of way and waives all claims for indemnification or contribution from the State.

**27. LABOR CODE COMPLIANCE - PREVAILING WAGES:** If the scope of work granted under this Adopt-A-Highway permit is performed under a contract between the permittee/adopter and a contractor, and falls within the parameters of the Labor Code section 1720(a)(1) definition of a "public work" in that it is construction, alteration, demolition, installation, repair or maintenance, The permittee/adopter herein agrees to require its contractor to conform to the provisions of Labor Code sections 1720 through 1815, all applicable regulations and coverage determinations issued by the Department of Industrial Relations. Adopt-A-Highway adopters agree to include prevailing wage requirements in any service contract for public work. Work performed by Adopt-A-Highway adopter's own forces or persons working voluntarily without compensation are exempt from the Labor Code's prevailing wage requirements.

**28. UNDERGROUND SERVICE ALERT (USA) NOTIFICATION:** Any excavation requires compliance with the provisions of Government Code Section 4216 et. seq., including, but not limited to, notice to a regional notification center, such as Underground Service Alert (USA). The permittee shall provide notification at least 48 hours before performing any excavation work within the right of way.

**29. ARCHAEOLOGICAL/HISTORICAL:** If any archaeological or historical resources are revealed in the work vicinity, the permittee shall immediately stop work and notify the Department's Maintenance Supervisor.

**30. DURATION OF PERMIT:** Unless otherwise specified, this permit is valid for five calendar years from the date of issuance. Permittees may apply for additional five-year permits, provided that the permittee and/or the permittee's contractor have satisfactorily met

the terms of the existing permit and the site remains suitable for adoption. If the permittee wishes to reapply, a notice of such intent shall be submitted to the District Adopt-A-Highway Coordinator at least 60 days prior to the expiration date of this permit.

**31. NO PRECEDENT ESTABLISHED:** This permit is issued with the understanding that it does not establish a precedent.

**32. RESPONSIBILITY FOR DAMAGE:** The State of California and all officers and employees thereof, including but not limited to the Director of Transportation and the Deputy Director, shall not be answerable or accountable in any manner for injury to or death of any person, including but not limited to the permittee, persons employed by the permittee, persons acting in behalf of the permittee, or for damage to property from any cause. The permittee shall be responsible for any liability imposed by law and for injuries to or death of any person, including but not limited to the permittee, persons employed by the permittee, persons acting in behalf of the permittee, or for damage to property arising out of work, or other activity permitted and done by the permittee under a permit, or arising out of the failure on the permittee's part to perform his obligations under any permit in respect to maintenance or any other obligations, or resulting from defects or obstructions, or from any cause whatsoever during the progress of the work, or other activity or at any subsequent time, work or other activity is being performed under the obligations provided by and contemplated by the permit.

The permittee shall indemnify and save harmless the State of California, all officers, employees, and State's contractors, thereof, including but not limited to the Director of Transportation and the Deputy Director, from all claims, suits or actions of every name, kind and description brought for or on account of injuries to or death of any person, including but not limited to the permittee, persons employed by the permittee, persons acting in behalf of the permittee and the public, or damage to property resulting from the performance of work or other activity under the permit, or arising out of the failure on the permittee's part to perform his obligations under any permit in respect to maintenance or any other obligations, or resulting from defects or obstructions, or from any cause whatsoever during the progress of the work, or other activity or at any subsequent time, work or other activity is being performed under the obligations provided by and contemplated by the permit, except as otherwise provided by statute.

The duty of the permittee to indemnify and save harmless includes the duties to defend as set forth in Section 2778 of the Civil Code. The permittee waives any and all rights to any type of expressed or implied indemnity against the State, its officers, employees, and State contractors. It is the intent of the parties that the permittee will indemnify and hold harmless the State, its officers, employees, and State's contractors, from any and all claims, suits or actions as set forth above regardless of the existence or degree of fault or negligence, whether active or passive, primary or secondary, on the part of the State, the permittee, persons employed by the permittee, or acting on behalf of the permittee.

For the purpose of this section, "State's contractors" shall include contractors and their subcontractors under contract to the State of California performing work within the limits of this permit.

**SAFETY ORIENTATION CHECKLIST FOR ADOPT-A-HIGHWAY CONTRACTORS**

MTCE-10 (REV 6/2009)

**1. Review Information Specific to the Adoption Site**

At the supervisor's discretion, reviewing this information can be done while at the Caltrans facility and/or while walking the site, and/or while driving by the site.

- Confirm location and direction of adoption site.
- Identify start and stop points (sign-to-sign or other landmark).
- Refer to the Attachment A form for approved ways to access the site (walk-on, pick-up and drop off, and/or parking).
- Recommend site-specific access points.
- Remind crew leader of site access rules.
- Park completely off of paved shoulders. (Paved maintenance pull outs may be used.)
  - Paved shoulders may only be used for unloading and loading passengers.
  - Crew may cross ramps only if there is a crosswalk present.
  - If applicable, discuss access to areas behind sound walls.
  - Amber lights may *only* be used when pulling on to or off of shoulders and when unloading or loading passengers.
  - Emergency flashers may not be used at any time.
- Discuss areas where crew cannot work. (Refer to the Attachment A form for additional areas to avoid.)
- On or within 6 feet of any traffic lane, including the lanes of on-ramps and off-ramps.
  - On paved shoulders, medians, bridges, tunnels, culverts.
  - Slippery or unstable ground, slopes greater than approximately 40°.
- Discuss areas where lookouts must be posted.
- Discuss areas where the crew must work. (Refer to the Attachment A form for exceptions.)
- Litter must be removed to the fence line.
  - Work must be performed behind sound walls.
  - Work must be performed in *unpaved* sections created by ramps and interchanges within the segment.
- Discuss how and where to stack bags.
- If the adoption is a vegetation control, review the work plan.
- If the adoption is a tree planting or wildflower planting adoption, review the planting plan and work plan.

**2. Review Safety Procedures**

- Ask the crew leader if they have encountered items that they did not know what to do with.
- Give examples of other unsafe items found in your area and explain the appropriate actions to be taken.
- Discuss how best to "flag" items left at site.
- Offer the crew leader a copy of the *Bag It, Move It, or Leave It?* handout.
- Inform the crew leader that the crew's performance will be monitored.

**3. Review Crew Leader's Responsibilities by Asking the Crew Leader the Following Questions**

- What is the procedure for reporting injuries, accidents, and incidents?
- Do you have my phone number if you need to contact me?
- What are the requirements for having permits at the work site?
- What safety gear must be worn by the work crew?
- Ask to see a copy of the crew leader's ID card.
- Mention that it is the crew leader's responsibility to make sure all workers carry an ID card.

**4. Recognition Panel Installation**

- If the district coordinator has issued one, distribute a Recognition Panel Installation Order.

**5. Discuss the Following Items IF the Safety Orientation is Being Given to the Contractor**

- Verify that contractor's contact information on the Permit is accurate.
- Report change of crew leaders, contact information, and insurance and licensing coverage to the district coordinator.
- Advance notification of work requirement (including recognition panel installation if applicable).
- Discuss how to obtain additional Adopt-A-Highway litter bags.

NAME OF ADOPT-A-HIGHWAY SERVICE CONTRACTOR		PHONE NUMBER	DOUBLE PERMIT NUMBER
SPONSOR NAME		ADOPTION TYPE	LOCATION (CO/RTE/PM RANGE/DIR)
CONTRACTOR'S CREW LEADER (Please print)		SIGNATURE ▶	DATE
CALTRANS MAINTENANCE SUPERVISOR OR DESIGNEE (Please print)		SIGNATURE ▶	DATE

**ADOPT-A-HIGHWAY SAFETY ORIENTATION CHECKLIST FOR VOLUNTEERS**

MTCE-02 (REV 7/2009)

**1. View Part 1 (or Both Parts) of the "Get Serious About Safety" Video**

- Explain change in minor's policy (16 and older) and/or other age restrictions listed on Attachment A (Adopt-A-Highway Special Provisions).

**2. Supply and Review Safety Handouts**

- Review the *Safety Requirements for Participants: CREW PLANS*.
- Review the *Bag It, Move It, or Leave It?* instructions for handling found items.
- Discuss how best to "flag" items left at site.
- Explain procedure for reporting injuries, accidents, and incidents.

**3. Explain the Encroachment Permit "Package" (Permit, Special Provisions, Attachment A, and Plans and Schedules)**

- Confirm location of adoption site and minimum work frequency. Explain the "post mile" system.
- Show where contact information is located on Attachment A. Give group leader a business card.
- Explain that one copy of the complete permit package must be present at the work site and copies of only the permit must be placed on dash of each car present.
- Explain that work is not permitted on or before holidays or holiday weekends. Discuss other restricted days (i.e., local events).
- Recommend scheduling work in April and September so that group can participate in national cleanup events.

**4. Detail Group Leader's Responsibilities**

- Provide safety training to group members prior to their working (show video, pass along information learned from Caltrans).
- Repeat the safety training to group members every year (not the Caltrans safety orientation).
- Provide a brief safety review (tailgate meeting) prior to each work event. Ensure that all participants are properly dressed.
- Report change of group leader or contact information to the District Adopt-A-Highway Coordinator.
- Inform replacement safety leaders that they must receive a safety orientation from Caltrans.
- Provide advance notification of work.

**5. Provide a Drive-By or Walk-Through Review of the Adoption Site**

- Recommend ways to access to site (walk-on, pick-up and drop off, and/or parking).
- Stress that group must always work facing traffic. Discuss use of lookouts.
- Discuss areas to avoid:
- On or within 6 feet of any traffic lane (paved areas, on-ramps, and off-ramps).
  - Medians, bridges, tunnels, culverts.
  - Slippery or unstable ground, slopes greater than approximately 40°.
  - Other, show any site-specific areas to avoid.
- Discuss how and where to stack bags.
- Identify nearest call box (if any).

**6. Issue Safety Gear and Supplies (Enter Quantity issued)**

- \_\_\_\_\_ Hard hats. Demonstrate how to insert liners.
- \_\_\_\_\_ Safety glasses/goggles. Safety glasses or goggles must be worn over prescription eyeglasses and by persons wearing contact lenses. Safety glasses/goggles are identified by an American National Standard Institute (ANSI) Z87.1-1989 logo.
- \_\_\_\_\_ Gloves.
- \_\_\_\_\_ Vests.
- \_\_\_\_\_ Litter pickers.
- \_\_\_\_\_ Safety video (more than one may be issued to large groups).
- \_\_\_\_\_ Litter bags. Demonstrate proper bag tying and how to use a stick to hold a bag open.
- \_\_\_\_\_ Explain how the group leader can get additional supplies during the permit period.
- \_\_\_\_\_ Other, list:

GROUP NAME	ADOPTION TYPE	LOCATION (CO/RTE/PM RANGE/DIR)	
MAINTENANCE SUPERVISOR OR DESIGNEE (Please print)		SIGNATURE	DATE
GROUP SAFETY LEADER (Please print)		SIGNATURE	DATE
ALTERNATE SAFETY LEADER (Please print)		SIGNATURE	DATE



## ADOPT-A-HIGHWAY

### **Recognition Panel Installation by Adopt-A-Highway Service Contractors**

Recognition panels are usually installed by Caltrans personnel, however, if the sign's location and type meet all conditions listed below and the contractor wishes to do so, Districts must allow the Permittee's contractor to install the panel(s). Location acceptability is determined by Caltrans.

- The panel will be installed on a new-style, single post Adopt-A-Highway (AAH) sign.
- The sign must not be located on or within six feet of a traffic lane.
- A work vehicle must be able to be parked near the sign, a minimum of six feet from a traffic lane.
- The estimated time for panel replacement to be completed cannot exceed 20 minutes.

Permission for panel installation must be requested via the contractor's AAH Program Application. Permission for panel installation must be authorized via the contractor's Permit. Subcontracting is not permitted. Upon request, Caltrans will supply the contractor with the appropriate number of blank recognition panels (one or two) at no cost. Contractors who fail to comply with the following rules will no longer be permitted to install panels in the District where the violation occurred.

#### **Before Beginning Work**

- The contractor must submit an accurate, scaled, and colored proof of their sponsor's recognition panel design to the District AAH Coordinator for approval prior to its manufacture and installation.
- Recognition panel installation must be specifically authorized on the contractor's Permit.
- Panels may not be installed until a safety orientation for the specific AAH site takes place.
- The contractor must have a recognition panel installation order in their possession when performing the work.
- Panels installed must have been supplied by Caltrans or exactly match Caltrans panel specifications.

#### **Work Procedures**

- Contractors must abide by all general safety procedures listed in the AAH Permit Special Provisions while working on the State's right of way. In addition:
- Contractors should avoid standing behind their work vehicle and exiting/entering the vehicle from the traffic side.
- A minimum of two workers must be on site. One employee shall be assigned as a lookout while the employee(s) replacing the panel is working with their back facing traffic.
- When removing the old panel, the rivets must be drilled out, not knocked off with a hammer or other tool which may cause damage to the sign.
- The new panel overlay must be attached to the base sign with self-plugging, aluminum blind rivets that have a 3/16 inch by 5/8 inch shank. A number 10 drill bit shall be used for drilling holes. Panels with 12, predrilled holes are available from Caltrans; a minimum of 8 of the predrilled holes must be used. If the contractor is not installing a Caltrans-supplied panel, the contractor must use a Caltrans-supplied panel as a template for rivet hole placement. The panel shall never be attached by adhesives, nails, nuts and bolts, or screws.
- Panels removed during change-out that were not installed by the contractor are State property and must be returned to the local Caltrans maintenance station or other location if indicated on the AAH recognition panel installation order.



## ADOPT-A-HIGHWAY

# Working With Contractors

---

Individuals, organizations, agencies, and businesses may adopt segments of highway and have the required adoption work performed by a professional business through contract or agreement. Adopt-A-Highway (AAH) Program literature refers to businesses hired by adopters as “contractors” and adopters using contractors as “sponsors.” A contractor can be hired to perform all or only a portion of the adoption tasks. Adopters may hire more than one contractor but, due to the additional paper work required, this is not recommended. The California Department of Transportation (Caltrans) has no authority or involvement in the contracts established between sponsors and contractors. Sponsors are responsible for obtaining and discontinuing the services of contractors.

District AAH Coordinators can provide applicants with a list of authorized AAH service contractors. In order to be named on the list, the contractor must provide proof of insurance and licensing. Requirements vary and are detailed on the following pages. Failure of the contractor to keep insurance policies and licenses current, or to abide by the AAH Encroachment Permit Special Provisions, shall invalidate the contractor’s permit, but not the sponsor’s permit.

The AAH Program Application contains a check box to indicate that the applicant plans to hire a contractor to perform adoption work. A specific contractor need not be selected when an AAH Program Application is submitted. However, when a requested site becomes available for adoption, both the sponsor and their contractor will need to sign and return AAH Permit Applications. An established adopter can choose to hire a contractor at any time during their adoption period.

---

---

### Insurance Requirements

**Liability insurance:** Contractors with employees shall maintain \$1,000,000 of general liability insurance for each occurrence, plus \$2,000,000 of excess liability insurance (totalling \$3,000,000).

Contractors who do not utilize paid employees shall maintain \$1,000,000 in general liability insurance for each occurrence. No excess liability insurance is required for contractors without employees.

All certificates of liability insurance shall name the State of California Department of Transportation as additional insured.

**Vehicular insurance:** Contractors shall carry \$1,000,000 in vehicular liability insurance.

**Workers compensation insurance:** Contractors that utilize paid employees shall carry \$1,000,000 in workers compensation insurance.

AAH service contractors may be insured by “Non-Admitted” carriers (brokers not licensed by California).

---

---

### Business License Requirements

Contractors must maintain business license(s) as required by each county and city where work is to be performed.

---

---

## Contractors State License Board Requirements

Contractors State License Board (CSLB) requirements for adoptions vary by activity and are detailed below. CSLB licenses must be held by an **owner** of the business who's name appears on the AAH Encroachment Permit.

**The AAH Program does not permit subcontracting.**

---

### LITTER REMOVAL

---

**Hand collection of litter:** *No CSLB license is required.*

---

### GRAFFITI REMOVAL

---

**Painting over graffiti:**

B: General Building Contractor      *or*      C-33: Painting and Decorating Contractor

---

### WILDFLOWER OR SEEDLING TREE AND SHRUB PLANTING

---

**Soil preparation prior to planting (tilling, digging, and/or soil amendment):**

A: General Engineering Contractor      *or*      C-27: Landscape Contractor

**Manual planting of seedling trees, shrubs, or wildflowers:**

A: General Engineering Contractor      *or*      C-27: Landscape Contractor

**Hydroseeding or drill-seeding of wildflowers:**

A: General Engineering Contractor      *or*      C-27: Landscape Contractor  
*or*      C-61/D-59: Limited Specialty/Hydroseed Spraying (*hydroseeding only*)

**Truck watering:** *No CSLB license is required.*

---

### VEGETATION CONTROL

---

**Hand removal of weeds:** *No CSLB license is required.*

**Mowing or weed-whipping:** *No CSLB license is required.*

**Pruning of shrubs or trees less than 15 feet in height:** *No CSLB license is required.*  
(*Pruning of taller trees or shrubs is not permitted under the AAH Program.*)

**Mulching:**

A: General Engineering Contractor      *or*      C-27: Landscape Contractor

**Herbicide Application:** *No CSLB license is required.*

*NOTE: Any person who engages in pest control for hire is required to be licensed by the Department of Pesticide Regulation.*

## Department of Pesticide Regulation Requirements

Contractors hired by adopters to perform herbicide application on the State's right-of-way must be licensed by the California Department of Pesticide Regulation (DPR). DPR's licensing requirements vary with the type of business hired and the location of the herbicide application. DPR licenses must be held by an **owner** of the business whose name appears on the AAH Encroachment Permit.

**The AAH Program does not permit subcontracting.**

---

### HERBICIDE APPLICATION ON HIGHWAY ROADSIDES

---

Contractor must have a Pest Control Business License **and** have at least one person in a supervisory position that holds a Qualified Applicator's License (QAL) **with** the "C. Right-of-Way" pest control category.

---

### HERBICIDE APPLICATION AT PARK AND RIDES

---

Contractor must have a Pest Control Business License **and** have at least one person in a supervisory position that holds a QAL **with** the "C. Right-of-Way" pest control category.

*or*

Contractor must have a Pest Control Business License **and** have at least one person in a supervisory position that holds a QAL **with** the "B. Landscape Maintenance" pest control category.

*or*

Contractor must have a Maintenance Gardener Pest Control Business License **and** have at least one person in a supervisory position that holds a QAL or a QAC **with** the "B. Landscape Maintenance" pest control category.

---

### PEST CONTROL RECOMMENDATION

---

**A Pest Control Recommendation is required by law.**

An adopter's plans and schedules must indicate that herbicides will be used, but the Pest Control Recommendation (detailing the type of herbicide and its application rate) is not due until shortly before the herbicides are applied.

Prior to each application, the adopter must submit a Pest Control Recommendation to the District AAH Coordinator. The District AAH Coordinator will have the Pest Control Recommendation approved by a District Landscape Specialist. Once approved, a copy will be kept in the adopter's file, a copy will be sent to the Maintenance Supervisor, and the original returned to the adopter. After application, a "Pesticide Usage Report" must be submitted to the Maintenance Supervisor listed on the adopter's AAH Encroachment Permit.

Only Caltrans-approved herbicides can be applied within the State's right-of-way. Caltrans districts will provide a list of approved herbicides to adopters. Caltrans' employees will not write Pest Control Recommendations for adopters or their contractors. Adopters must have this service provided by a DPR-licensed, Agricultural Pest Control Adviser.



ADOPT-A-HIGHWAY

## **Adopt-A-Highway Recognition Panel Design Guidelines**

Purpose of Signs .....	2
Recognition Panel Documentation.....	2
What Can be Displayed on Recognition Panels.....	2
Individuals.....	2
Organizations.....	2
Memorials .....	3
Shared Adoptions.....	3
Businesses and Agencies .....	4
Web-Based Organizations or Businesses .....	5
Businesses Whose Names are Telephone Numbers.....	5
Cost of Signs.....	6
Recognition Panel Styles.....	6
Standard Panel (Name Only).....	6
Standard Panel With Logo .....	6
Custom Panel (Name Only, Logo Only, or Name and Logo).....	6
Recognition Panel Documentation Requirements .....	6
Design Proof.....	7
Logo Verification.....	7
Logos Containing Advertising Elements .....	7
Name Verification .....	8
Color and Coverage .....	9
Lettering Requirements for Names and Memorials .....	10
Lettering Requirements for Added Text.....	11
Lettering Size Guide.....	11
Logo Requirements .....	12
Safety-Related Panel Restrictions.....	12
Recognition Panel Disqualification.....	12



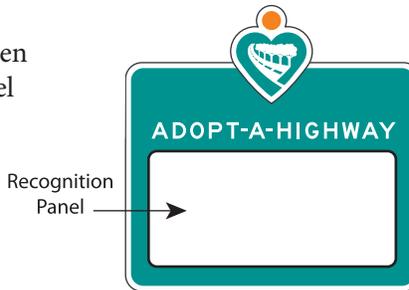
---

## PURPOSE OF SIGNS

Although there is advertising value inherent in Adopt-A-Highway (AAH) signs, they are not intended to be an advertising medium. Their sole purpose is to identify the adopter, not to advertise what services the adopter provides, what products they sell, or where they are located. The appearance and content of recognition panels is solely determined by Caltrans.

## RECOGNITION PANEL DOCUMENTATION

Although applicants should discuss their panel's design with their District AAH Coordinator when they submit an AAH Program Application, panel documentation is not needed until a requested site becomes available. At that time, the District AAH Coordinator will send an AAH Permit Application and a list of any needed documentation to the applicant. Permits will not be issued until all required documentation has been received and approved by the District AAH Coordinator.



## WHAT CAN BE DISPLAYED ON RECOGNITION PANELS?

Usually, the name entered on the AAH Program Application will be displayed on the recognition panel. However, panel rules for individuals, organizations, agencies, and businesses allow a few exceptions.

### Individuals

Individual adopters may display their first and last name or only their first name. A middle name or initial may be displayed along with a first name or a first and last name.

- **Additional Text is Not Permitted:** Salutations or titles, including abbreviations of academic degrees, are not permitted. Graphics are not permitted.



Acceptable



Acceptable



Acceptable

### Organizations

Organizations have the option to display their name, their logo along with their name, or to display only their logo. Informal groups of individuals, established for the purpose of participating in the AAH Program, are subject to panel rules for organizations.

- **Additional Text is Permitted Under the Following Circumstances:** If necessary to identify an organization as different from another same-named organization, the panel may display a community name or organization number. Same-named student organizations, may display the name or abbreviation of their campus.





**Not Acceptable**  
Adopter May Add Only One Identifier

Acceptable  
Informal Group

Acceptable  
Informal Group

- Chapters of national or international organizations may display the parent organization's logo.



Acceptable  
Logo Only With Community Name

**Not Acceptable**  
No Slogans

Acceptable  
Version Without Slogan May Be Used

## Memorials

Only the words, "In Memory of," plus the deceased person's name(s) can be displayed on the recognition panel. The AAH Program Application must exactly reflect the words to be displayed on the recognition panel. The deceased person's first name(s) may be used without displaying the last name. A middle name or initial may be displayed along with a first name or a first and last name. If several family members are to be memorialized on a panel, use of family pronouns will be considered by Headquarters AAH Coordinators on a case-by-case basis.

- Additional Text is Not Permitted:** Variations of the words, "In Memory of," will not be approved.



Acceptable

Example of Acceptable  
Family Pronoun

**Not Acceptable**  
Variation of the Words, In Memory of,  
is Not Permitted

Caltrans will not place a new memorial panel, or will remove an existing memorial panel, if there is written opposition from an immediate family member of the deceased. An immediate family member is a spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, grandmother, father, stepfather, or grandfather.

**Note:** Victims of DUI accidents may qualify for the Victims Memorial Sign Program offered by Caltrans Traffic Operations. For more information, refer to: <http://www.dot.ca.gov/hq/traffops/signtech/signdel/victims.htm>

## Shared Adoptions

Adoptions that are shared by two or more parties receive a single courtesy sign and a single recognition panel. Panel rules are applied separately for each adopter. For example, if an individual and an organization were sharing an adoption, the individual would need to abide by the panel rules for individuals and the organization would need to abide by the panel rules for organizations. Up to four adopter's names may fit on an single panel.



## Businesses and Agencies

Government agencies are subject to panel rules for businesses. Businesses have the option to display their logo along with their name or to display only their logo. Businesses can choose to display or omit corporate indicators, such as Inc., Co., etc.

Jane Doe, D.D.S.

Acceptable *If* This is a Business Name

- **Businesses Named After Individuals:** A person's name and title may be displayed only if that is the legal name of their business.
- **Names that Include Products or Services:** Names such as "Doe's Burgers" or "Doe's Plumbing" are acceptable if that is the legal name of their business.
- **Names that Include Street or Community Names:** Names such as "Second Street Pharmacy" or "Granite Bay Surf Shop" are acceptable if that is the legal name of their business.
- **Additional Text is Permitted Under the Following Circumstances:**
  - **Same-Named Businesses:** If necessary to identify a business as different from another same-named business, the panel may display a community name. If two same-named businesses are in the same community, then the street name (not the address) may be displayed instead of a community name.



Acceptable  
There is More Than One  
Doe's Restaurant



Acceptable  
There is More Than One  
Doe's Restaurant in Barstow



**Not Acceptable**  
Adopter May Add Only  
One Identifier

- **Brokers, Agents, and Automobile Dealerships:** Commodities brokers, real estate agents, authorized automobile dealerships, and insurance agents may display the logo of the corporation they represent. The panel can recognize an individual agent or the business, but not both. (The application and subsequent permit must show the agent's name or the business' name, but not both.)

In the first example below, the name of the business is Doe's Insurance. The agent's name is Jane Doe.



Acceptable  
Agent's Name and Agency Logo



**Not Acceptable**  
Cannot Include Both  
Agent's Name and Agency Name



Acceptable  
Agency Name and Agency Logo



In the next example, “Cal-State Cars” is the name of an automobile manufacturer. “Doe’s Cal-State Cars” is the name of an authorized Cal-State Cars dealership; “Your Car Lot” is not an authorized dealership.



- **Displaying Logos of Multiple Franchises:** Increasing numbers of business owners are combining two or more franchise operations at the same location. For example, Jane Doe has a business license under the name of “Jane’s Gas Stop.” Jane also owns franchises for “Tank Up” gasoline and “Doe’s Burgers” restaurants and operates both franchises at Jane’s Gas Stop. Jane can display both the Tank Up and Doe’s Burgers logos on her panel along with the words, Jane’s Gas Stop.

### Web-Based Organizations or Businesses

Entities that operate exclusively on the Internet and whose legal name is the same as appears in their web address’ domain name, may be permitted to display their name on their recognition panel.



District AAH Coordinators will examine web sites to ensure that applicants operate exclusively on the Internet. If the site lists the address of a meeting location or a location where customers can obtain goods or services, then the organization would be disqualified. Parakeetbooks.com would qualify because:

- Parakeetbooks.com is an Internet-based business. (There are no physical, Parakeetbooks stores.)
- Parakeetbooks.com is the domain name of their home page.
- Parakeetbooks.com has submitted proof that their business name is the same as their domain name.

**Very few businesses or organizations can meet these requirements.**

Web-based entities have the option of displaying their logo along with their name or displaying only their logo. Domain names that are acronyms of a business name are permitted. For example, SDGR.com would be permitted for an Internet business named StatewideDirectoryOfGourmetRestaurants.com.

### Businesses Whose Names are Telephone Numbers

Entities that operate exclusively over the telephone and whose legal business name is the same as their phone number, may be permitted to display their phone number



on their recognition panel. Such entities will be examined on a case-by-case basis and will be subject to the same rules and restrictions as web-based entities.

## COST OF SIGNS

AAH courtesy signs will be provided, installed, and maintained by Caltrans for each adoption at no cost to the adopter. Recognition panel “overlays” are attached to the courtesy signs when a site is adopted. Depending on the recognition panel style chosen, adopters may incur some cost for their recognition panel(s).

## RECOGNITION PANEL STYLES

### Standard Panel (Name Only)

Caltrans will provide standard recognition panels at no cost to the adopter. Standard panels display the group’s name in black, standard highway font (similar to Arial or Helvetica).



### Standard Panel with Logo

Logos for organizations or businesses can be added to a standard panel. (Logos are not permitted for individuals.) Logos must have adhesive backing. The adopter must purchase the logo and then deliver it to Caltrans. There is no fee charged to place a logo onto a standard panel.



**Not Acceptable**

**Note:** Words in a logo may not be combined with part of a name to create the full name.

### Custom Panel (Name Only, Logo Only, or Name and Logo)

If all panel elements are purchased by the adopter, the panel is called a “custom” panel. Elements can be delivered to Caltrans for application onto a blank panel, or, a completed panel can be delivered. Caltrans will supply blank recognition panels at no cost to participants who choose the latter option. If the logo and/or lettering is silk screened onto the panel, the entire panel must have graffiti protection. Adopters can obtain a list of approved protective sheeting and coatings from their District AAH Coordinator. There is no fee charged for installation of completed panels. If the adopter chooses to deliver panel elements to Caltrans, they must have adhesive backing. There is no fee charged for placing panel elements onto a panel.

Reducing a panel design to one-half inch in height will help to determine how a panel will appear to passing motorists.

A standard panel will often provide better recognition than a custom panel as shown in the examples at right.



Adopter Supplied  
Name-Only Panel



Caltrans Supplied  
Standard Panel



Adopter Supplied  
Logo-Only Panel



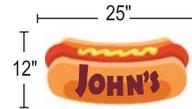
---

## RECOGNITION PANEL DOCUMENTATION REQUIREMENTS

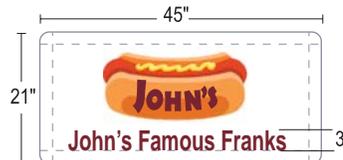
### Design Proof

A design proof is required for any panel item to be provided by the adopter.

- If there will be colored items on the panel, the design proof must be in color.
- Scaling must be proportional. Elements must not be pulled, stretched, squeezed, condensed, or otherwise altered or embellished to fit a particular space.
- Logos with lettering and graphics must be scaled as a unit so that all parts are re-sized proportionately.



Scaled Design Proof of Logo to be Placed on Standard Panel



Scaled Design Proof of Entire Panel to be Supplied by Adopter

### Logo Verification

A logo may contain a graphic only, text only, or both. For example, these are all acceptable versions of the Caltrans logo.



- **Individuals:** Individuals may not display logos on their panels.
- **Businesses, Agencies, and Organizations:** Businesses, agencies, and organizations must provide a colored example of the proposed logo being used in a corporate document. The following documents can be used to verify a logo:
  - Business card
  - Letterhead
  - Photo of store signage
  - Web site heading
  - Corporate identity document
  - Other corporate document

NOTE: Advertisements may not be used for logo verification.

### Logos Containing Advertising Elements

Logos containing the following items are not permitted unless they are a part of a verified business name:

- Slogans
- Services provided
- Products and product descriptions



- 
- Telephone numbers, addresses (e-mail, Internet, street, etc.), directions, or exit ramps
  - **Any other form of advertisement**

Exceptions will not be granted even if the prohibited item is part of a trademarked logo. If a business or organization cannot provide an example of a commonly used logo that meets AAH panel design criteria, they must use a name-only panel.

## **Name Verification**

- **Individuals:** No name verification is required.
- **Organizations:** No name verification is required unless the proposed panel design contains an item listed on the previous page in “Logos Containing Advertising Elements.” In addition to the documents listed for business name verification, organizational bylaws may be used to verify an organization’s name.
- **Businesses:** Business applicants must provide proof of legal business name when an AAH Program Application is submitted. The following documents can be used to verify a business name:
  - Business license
  - City or county tax certificate
  - Articles of incorporation
  - Screen print from the Secretary of State’s business portal, <http://kepler.sos.ca.gov/list.html>, showing an active status for domestic (in California) or foreign (out of state or country) corporation, LP, or LLP
  - Certificate of Registration (issued by the Secretary of State) is acceptable verification for out-of-state web entities
  - **Subsidiaries and Franchises:** Subsidiaries and franchises may not be able to provide any of the documents listed above for name verification. In this case, one of the documents listed above must be submitted for the parent company along with a fictitious business name statement showing the parent company “doing business as” the subsidiary or franchise.

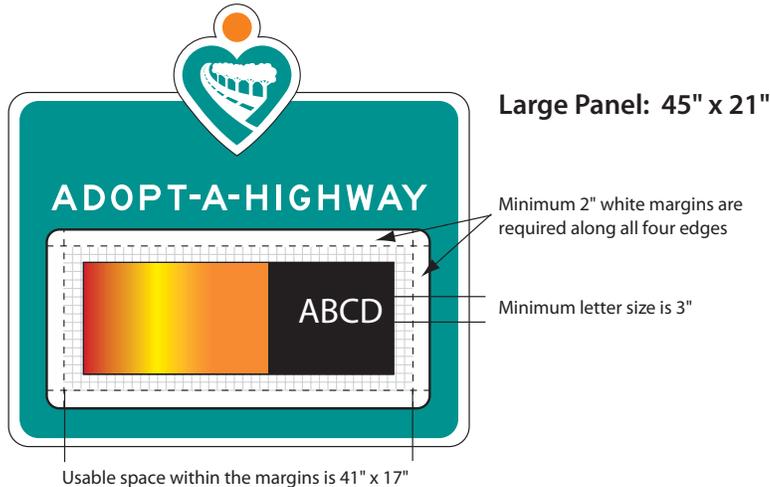
For example, Jane’s Cookie Shop, a subsidiary of Doe’s Foods, Inc., wants to adopt a section of highway but they do not have any of the documents listed above. In order to proceed with the adoption, an AAH Program Application must be submitted using both their name and the name of their parent company. Then a business license for Doe’s Foods, Inc. and a fictitious business name statement showing that Doe’s Foods, Inc. is doing business as Jane’s Cookie Shop can be provided to satisfy the name verification requirement. The recognition panel can display the Jane’s Cookie Shop name or logo or both.

**APPLICANT INFORMATION** (*Businesses must submit a*  
INDIVIDUAL, ORGANIZATION, OR BUSINESS NAME  
Doe’s Foods, Inc./Jane’s Cookie Shop

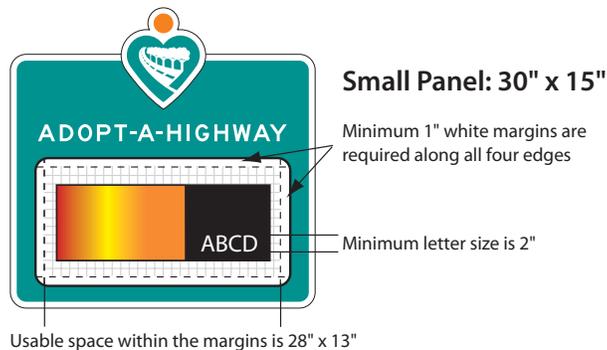


## COLOR AND COVERAGE

- **Margins:** White margins along the perimeter of a small panel must be a minimum of one inch. White margins along the perimeter of a large panel must be a minimum of two inches.
- **Reflective White Background:** At least 50 percent of the recognition panel's reflective white background must remain uncovered. White margins are counted toward the 50 percent requirement, however, lettering or graphics cut out of a vinyl image (and therefore white and reflective), may not be counted toward the 50 percent requirement.
- **Use of Color:** Fluorescent, metallic, or reflective colors are prohibited. However, use of transparent ink (ink that allows the reflective white panel to show through the image) is permissible.
- **Bright Colors:** The use of red, orange, or yellow (or any combination thereof) for logos and lettering shall not exceed 30 percent of the entire panel area.



The large panel example contains a solid rectangle covering 50 percent (472.5 sq. in.) of the panel. The rectangle is x 36.5" x 13". The white margins are 4" on the top and bottom and 4.25" on the right and left. The bright colored portion covers 30% (283.5 sq. in.) of the panel and is approximately 22.5" x 13".



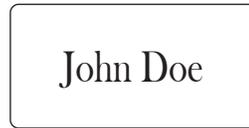
The small panel example contains a solid rectangle covering 50 percent (225 sq. in.) of the panel. The rectangle is x 25" x 9". The white margins are 3" on the top and bottom and 2.5" on the right and left. The bright colored portion covers 30 percent (135 sq. in.) of the panel and is approximately 20" x 9".



## LETTERING REQUIREMENTS FOR NAMES AND MEMORIALS

Lettering for adopter's names and memorials must be the same font, the same case, a single color, and a single size. These rules do not apply to text in logos.

- **Font:** All lettering must be Standard Highway Signs alphabet series or similar sans-serif font (i.e., Arial, Helvetica, etc.).



**Not Acceptable**  
Not Standard Highway Font



Acceptable

- **Case:** All capital letters may be used. Initial capitals and lower case letters may be used. Combining large and small capitals or displaying some words in all capitals and some in upper and lower case is not permitted.



Acceptable  
Initial Capitals and Lower Case



Acceptable  
All Capitals

- **Color:** Adopter names must be a single color. Standard panels, manufactured by Caltrans, will have black lettering. The color rules on page 9 apply to custom panels.



**Not Acceptable**  
Two Different Case Combinations



**Not Acceptable**  
Large and Small Capitals



Acceptable  
Name is Single Color



**Not Acceptable**  
Name is Mixed Colors



**Not Acceptable**  
Name is Mixed Colors

- **Size:** Adopter names must be a single size. Words in names may be stacked.

Lettering on the small panel must be a minimum of 2 inches high. Lettering on the large panel must be a minimum of 3 inches high. Larger lettering is highly recommended.

If the lettering is upper and lower case, the capital letter(s) must meet the minimum height.

There is no maximum lettering size, however, the coverage rules on page 9 apply.



Acceptable



Acceptable



Acceptable  
Stacking is Permissible



**Not Acceptable**  
Margin Requirement Not Met



**Not Acceptable**  
Business Name is Mixed Size



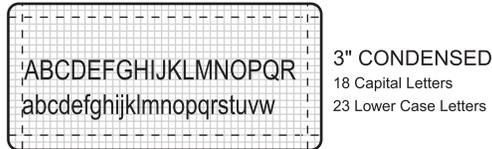
## LETTERING REQUIREMENTS FOR ADDED TEXT

Added text must be black. Lettering style and size requirements for added text are the same as for adopter's names, with one exception. The added text can be smaller than the adopter's name as long as it meets minimum lettering height.

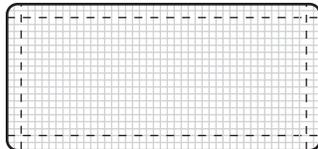
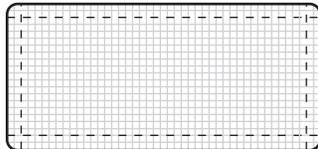


## LETTERING SIZE GUIDE

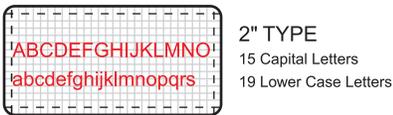
### LARGE SIGNS (Freeways)



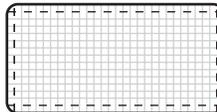
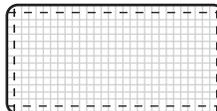
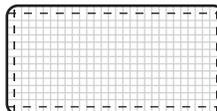
Try Out Your Ideas!



### SMALL SIGNS (Conventional Highways)



Try Out Your Ideas!



---

## LOGO REQUIREMENTS

Words in a logo may not be combined with part of a name to create the full name. Graphics or borders that are not part of a verified logo are not permitted.

- **Font and Case:** There are no font or case restrictions for logos.
- **Size:** Recommended minimum height for logos on **small panels** is 8 inches. Recommended minimum height for logos on **large panels** is 12 inches. There is no maximum logo size, however, the coverage rules on page 9 apply.
- **Color:** The color rules on page 9 apply. Large logos that consist of light-colored lettering on solid, dark-colored backgrounds are permitted. However, adopters must be warned that such logos **will not be visible at night**.



Acceptable, But  
Not Visible at Night.



**Not Acceptable**  
Even Though Margin Requirements  
Are Met, More Than 50% of  
the Panel is Solid Color



**Not Acceptable**  
Even Though Panel is 50% White,  
Bright Colors Exceed 30%  
of the Panel.

## SAFETY-RELATED PANEL RESTRICTIONS

- Messages, lights, symbols, and trademarks that resemble any official traffic control device are prohibited.
- Light-emitting diodes, luminous tubing, fiber optics, luminescent panels or flashing, moving, or animated features are prohibited.

## RECOGNITION PANEL DISQUALIFICATION

Adopters are not guaranteed a courtesy sign. If a courtesy sign will not be authorized, this will be disclosed before the AAH Permit Application is processed.

- Signs will not be installed or recognition panels placed to recognize Supplemental Litter Removal or "Spot" Wildflower Planting adoptions.
- Because AAH signs are viewed by children, recognition panels shall not display adopter names or logos that imply or are obscene or sexually explicit.
- Recognition panels shall not display adopter names or logos that violate Caltrans' policy.\*
- A recognition panel is not installed if the adopter is using the recognition panel as a platform for intimidation.

\* Caltrans Director's Policy DP-01-R6 Equal Employment Opportunity.





## ADOPT-A-HIGHWAY

### Preparing a Vegetation Control Site Plan and Work Schedule

Applicants must develop and submit a site plan, a work plan, and a work schedule to the District Adopt-A-Highway (AAH) Coordinator. It is strongly recommended that adopters consult with a Caltrans Landscape Specialist or Architect before preparing these documents. AAH Permits will not be issued until these documents are received and approved. All costs incurred for adoption activities, including materials, equipment rental, and labor charges are the sole responsibility of the adopter. If available, Caltrans may provide base plans of the proposed adoption area for reference purposes.

#### 1. Site Plan

A site plan (or map) illustrates the location of the adoption site within the highway right of way. If the proposed location requires further clarification, a written description should be included. The plan must comply with the following guidelines:

##### **Proposed Location**

- Vegetation control sites must cover approximately five acres (net) or two miles of highway roadside.
- Vegetation control may not be performed within six feet of a traffic lane.
- Vegetation control may not be performed on slopes steeper than approximately 40°.
- Vegetation control activities must be performed adjacent to fences, drainage facilities, and other structures.
- Unless the District AAH Coordinator indicates otherwise, vegetation control activities must be performed behind any sound walls at the site.

#### 2. Work Plan

Your work plan must describe the vegetation control operations to be performed. Any assistance to be provided by Caltrans (i.e., disposal of debris) must be included in the work plan.

- Describe of the type of vegetation to be controlled.

**Note:** Trees or shrubs equal to, or greater than, 15 feet in height may not be pruned by adopters.

- Describe control method(s) to be used. Methods should take into account the type and density of weeds, soil conditions, and slopes. Typically, vegetation control activities include one or more of the following tasks: hand-pulling, hoeing, pruning, mowing, weed-whipping, mulching, and/or herbicide application.
- Litter removal prior to vegetation control activity is required.
- Describe how any resulting vegetation debris and/or litter will be removed from the site.

- **Use of Mulch:** Mulch must be applied to provide a four- to six-inch layer. Mulch should not be placed in drainage facilities or within one-foot of the trunks of existing trees and shrubs. If you plan to use mulch, please obtain a copy of the *Guidelines for Using Mulch* handout from your District AAH Coordinator before proceeding.
- **Use of Herbicides:** If your work plan includes the use of herbicides, please request a copy of the *Working With Contractors* or the *Caltrans Licensing Requirements for Adopt-A-Highway Volunteers Using Herbicides* handout from your District AAH Coordinator before preparing your plan. Only Caltrans-approved herbicides may be used on the State right of way.
- **Use of Motorized Equipment:** It is recommended that only AAH service contractors be permitted to use motorized equipment to perform adoption tasks. However, at the discretion of Districts, volunteers who routinely perform landscape maintenance tasks in a professional capacity, may be permitted to use motorized equipment.
- **Use of Contractors:** If your group intends to hire an AAH service contractor to perform any portion of your adoption work, please obtain a copy of the *Working With Contractors* handout from your District AAH Coordinator before proceeding.

### 3. Work Schedule for Vegetation Control Activities

A proposed, five-year work schedule must be submitted along with the vegetation control plan and work plan. Statewide guidelines require that you provide vegetation control a minimum of two times a year. However, you may be required to work more often if necessary to keep the area in a neat and clean condition. Please obtain the vegetation control frequency for your site from your District AAH Coordinator before preparing your work schedule. Plan to control weeds before they reach six inches in height or before they produce seeds. In order to avoid accidentally starting a fire, do not plan to use power equipment for weed control during periods when weeds and brush are dry.

**Note:** Changes to a work schedule once a permit has been issued must be approved by the District AAH Coordinator in consultation with the Maintenance Supervisor of the area where the site is located and a Caltrans Landscape Specialist or Architect.

### 4. Requirements for Renewing Vegetation Control Adoptions

Near the end of your encroachment permit period, your adoption site will be reviewed by a District Maintenance Supervisor and a District Landscape Specialist. If changes in adoption requirements are recommended (i.e. increased work frequency), the District AAH Coordinator will communicate these to you.

Groups who wish apply for another five-year encroachment permit must provide a new or amended vegetation control plan and/or work plan to reflect any changes. If there are no changes, copies of existing plans may be submitted along with the application.

Whether or not there have been any changes in the adoption requirements, all groups who reapply must provide a revised work schedule for the new encroachment permit period.



## ADOPT-A-HIGHWAY

### Preparing Tree and Shrub Planting Plans and Work Schedule

Applicants must develop and submit a planting plan, a work plan, and a work schedule to the District Adopt-A-Highway (AAH) Coordinator. It is strongly recommended that applicants consult with a Caltrans Landscape Specialist or Architect before preparing these documents. AAH Permits will not be issued until these documents are received and approved. All costs incurred for adoption activities, including materials, equipment rental, and labor charges are the sole responsibility of the adopter. If available, Caltrans may provide base plans of the proposed adoption area for reference purposes.

#### 1. Planting Plan(s)

A planting plan (or map) illustrates the location of the adoption site within the highway right of way. If the proposed location requires further clarification, a written description should be included. The plan must show where the trees or shrubs are to be planted. The plan must list the quantity and species of the trees or shrubs. The plan must comply with the following guidelines:

##### Proposed Location

- Tree and shrub planting adoptions must cover approximately three acres (net).
- **Planting Set-Back for Trees:**
  - **Freeways and Expressways:** Trees must be planted at least 30 feet from the edge of the traveled way.
  - **Conventional Highways - Small Trees:** A minimum height clearance of 15 feet from the pavement to the lower foliage of overhanging branches of mature trees is necessary to provide for the passage of trucks.
  - **Conventional Highways - Large Trees:** Trees must be planted at least 30 feet from the edge of the traveled way in areas where the posted speed limit is 35 miles per hour or less without curb or barrier, or, in areas where the posted speed limit is greater than 35 miles per hour.
  - Trees must be at least 20 feet from any manholes.
- **Planting Set-Back for Shrubs:** Shrubs may be planted closer to the edge of the traveled way than trees. The minimum set-back distance will be determined by the height and width of the shrub to be planted.
- Plants should be located so that pruning will not be required; they should be planted at least 10 feet from the nearest fence, wall, ditch, or drainage way.
- The height and width of the proposed species *at maturity* must be taken into consideration when choosing the planting location within the adoption site.
  - Plants must not interfere with the function of safety features such as shoulders, barriers, guardrail, and signs.
  - Plants must not interfere with the ability of the driver to see a continuous length of highway.

- Plants must avoid conflict with overhead wires, underground facilities, irrigation systems, drainage facilities, lighting, adjacent highway plantings, and existing billboards on adjacent property.

### **Proposed Plant Quantity and Species**

- A minimum of twenty trees and/or shrubs per acre must be planted.
- If Caltrans irrigation facilities are to be used, they must be included on the planting plan or on a separate drawing. Installation, modification, or maintenance of irrigation systems by adopters is not permitted.
- All plants must be drought-tolerant. Plants must also be tolerant of local environmental conditions such as temperature, soil, water quality, air quality, and wind. California native plants should be incorporated into the design. Caltrans can recommend species that have been successfully grown on highway roadsides in your area.
- If planted in a non-irrigated area, plants should be capable of surviving without irrigation two years after planting.
- Describe the size of the plants to be installed. One-gallon size plants or liner size plants are encouraged in most locations.

## **2. Work Plan**

Your work plan must describe how the following planting and maintenance operations will be accomplished. Any assistance to be provided by Caltrans (i.e., mowing or disposal of debris) must be included in the work plan.

### **Site Preparation**

- **Weed and Litter Removal:** Prior to planting, you must remove weeds and litter from the area to be planted.
  - Describe of the type of weeds present.
  - Describe weed removal method(s). Take into account the type and density of weeds, soil conditions, and slopes. Typically, weed removal includes one or more of the following tasks: hand-pulling, hoeing, mowing, weed-whipping, or applying herbicides.
  - Describe how any vegetation debris and/or litter will be removed from the site.
- **Digging:** Describe how you plan to dig the planting holes and how large the holes will be. Holes may be excavated by hand, power auger, tractor, or backhoe. Describe safety measures to be taken around unattended holes.

A list of any Caltrans-owned underground facilities, such as irrigation and electrical installations, will be supplied by Caltrans. It is the adopter's responsibility to contact the Underground Service Alert (USA) at 1-800-227-2600 for identification of underground lines that are not owned by Caltrans. USA must be called at least two full working days prior to breaking ground. If underground lines are found, you must call the Caltrans Maintenance Supervisor listed on your Encroachment Permit before proceeding.

- **Preparation of Planting Holes:**
  - **Soil Amendment:** List what kind, and the quantity of, any soil amendments you plan to use (i.e. compost, gypsum, etc.)

- **Fertilizer:** If recommended for the species being planted, list what kind, and the quantity of, fertilizer you plan to use.
- **Protectors:** Describe any wire-cage foliage protectors or root protectors to be used in the holes.

### Planting

- **Watering Basins and Staking:** Describe watering basins and, if applicable, include details for plant staking. Placement of highly visible stakes is strongly recommended.
- **Weed Barrier:** Application of weed barrier prior to placement of mulch is recommended.
- **Mulch:** It is required that you surround the plants with a layer of mulch that is four- to six-inches deep. The area within a three-foot radius (six-foot diameter) of each plant must be covered, except for within a one-foot radius of the trunks of trees and shrubs.

Identify the kind of mulch you will use, how it will be brought to the site, and how it will be spread. Please obtain a copy of the *Guidelines for Using Mulch* handout from your District AAH Coordinator for acceptable mulch composition.

### Ongoing Maintenance

- **Watering:** Supplemental watering of plants is required. If there are no on-site irrigation facilities, then you must describe how you plan to water the plants. Truck-watering can be used, or, adjacent property owners may be willing to allow you to run hoses to your site.
- **Mulch:** Describe your plan for reapplying mulch to maintain a four- to six-inch depth.
- **Replacing Plants:** Describe your plan for replacing dead and diseased plants.
- **Fertilizer:** Describe your plan for reapplying fertilizer (if recommended for the species).
- **Weed Control:** Describe the method(s) you will use to control weed growth at your site. Weeds must be controlled within a three-foot radius (six-foot diameter) of the plants or out to the plant's dripline, whichever is further. In addition to the required application of mulch, weed control typically includes one or more of the following tasks: hand-pulling, hoeing, mowing, weed-whipping, application of weed barrier, and/or applying herbicides.
- **Litter Removal:** Litter removal prior to weed control or other adoption activity is required.
- **Debris Removal:** If applicable, describe how any resulting vegetation debris and/or litter will be removed from the site.
- **Use of Herbicides:** If your work plan includes the use of herbicides, please request a copy of the *Working With Contractors* or the *Caltrans Licensing Requirements for Adopt-A-Highway Volunteers Using Herbicides* handout from your District AAH Coordinator before preparing your plans. Only Caltrans-approved herbicides may be used on the State right of way.
- **Use of Motorized Equipment:** It is recommended that only AAH service contractors be permitted to use motorized equipment to perform adoption tasks. However, at the discretion of Districts, volunteers who routinely perform landscape maintenance tasks in a professional capacity, may be permitted to use motorized equipment.
- **Use of Contractors:** If your group intends to hire an AAH service contractor to perform any portion of your adoption work, please obtain a copy of the *Working With Contractors* handout from your District AAH Coordinator before proceeding.

#### 4. Work Schedule for Tree and Shrub Planting and Maintenance Activities

A proposed, five-year work schedule must be submitted along with your planting plan and work plan. The schedule must give dates for all of the activities mentioned in your plans. Usually, the best time to plant is after the first rain, in the Fall or Winter, so that the plants can become established during the rainy season. Local weather conditions will determine the best planting dates and watering frequencies. Litter must be removed from the planted area each time you work at your site. Statewide guidelines require that you provide weed control a minimum of two times a year. However, you may be required to work more often if necessary to keep the area in a neat and clean condition. Plan to control weeds before they reach six inches in height or before they produce seeds. In order to avoid accidentally starting a fire, do not plan to use power equipment for weed control during periods when weeds and brush are dry.

Sample items to include in your work schedule:

##### Year 1

- Weed control and litter removal prior to planting
- Digging and preparation of planting holes
- Application of weed barrier
- Initial planting, mulching, and staking
- Year-round irrigation
- Year-round weed control
- Litter removal in conjunction with any adoption activity

##### Following Years

- Replacement of dead and diseased plants
- Reapplication of mulch
- Reapplication of fertilizer (if appropriate)
- Year-round irrigation
- Year-round weed control
- Litter removal prior to any adoption activity
- Litter removal in conjunction with any adoption activity

**Note:** Changes to a work schedule once a permit has been issued must be approved by the District AAH Coordinator in consultation with the Maintenance Supervisor of the area where the site is located and a Caltrans Landscape Specialist or Architect.

#### 5. Requirements for Renewing Tree and Shrub Planting Adoptions

Near the end of your encroachment permit period, your adoption site will be reviewed by a District Maintenance Supervisor and a District Landscape Specialist. If changes in adoption requirements are recommended (i.e. replacement of dead plants with a different species), the District AAH Coordinator will communicate these to you.

Groups who wish to apply for another five-year encroachment permit must provide a new or amended planting plan and/or work plan to reflect any changes. If there are no changes, copies of existing plans may be submitted along with the application.

Whether or not there have been any changes in the adoption requirements, all groups who reapply must provide a revised work schedule for the new encroachment permit period.

Once all plants can survive without supplemental watering provided by the adopter, the adoption will be considered complete. Groups with completed tree and shrub planting adoptions may be offered the opportunity to convert to a vegetation control adoption when the current encroachment permit period expires. Vegetation control adopters must remove weeds from the entire, three-acre site, not just around the plants. AAH courtesy signs will be removed from sites that are not converted to vegetation control adoptions.



## ADOPT-A-HIGHWAY

### Preparing Wildflower Planting Plans and Work Schedule

Applicants must develop and submit a planting plan, a work plan, and a work schedule to the District Adopt-A-Highway (AAH) Coordinator. It is strongly recommended that applicants consult with a Caltrans Landscape Specialist or Architect before preparing these documents. AAH Permits will not be issued until these documents are received and approved. All costs incurred for adoption activities, including materials, equipment rental, and labor charges are the sole responsibility of the adopter. If available, Caltrans may provide base plans of the proposed adoption area for reference purposes.

#### 1. Planting Plan(s)

A planting plan (or map) illustrates the location of the adoption site within the highway right of way. If the proposed location requires further clarification, a written description should be included. The plan must show where the seeds or bulbs are to be planted. The plan must list the quantity and species of the seeds or bulbs. The plan(s) must comply with the following guidelines:

##### **Proposed Location**

- Wildflower planting adoptions must cover approximately of three acres (net). There is no minimum acreage requirement for “spot” wildflower planting groups who will not be receiving an AAH sign.
- Planting areas must be at least eight feet from the roadway edge, fences, drainage facilities or other structures.

##### **Proposed Plant Quantity and Species**

- Caltrans Districts will provide a recommended species list upon request.
- Wildflower plantings may include wildflowers, meadow mixtures, grasses, annuals, perennials, bulbs, or any combination of these. Planting of California native species is encouraged.
- The type and height of the proposed species must be appropriate to the specific region and adoption site. Most wildflower suppliers will provide custom mixtures for specific geographical areas.
- Seed application/planting rates will vary depending on the types of wildflowers chosen.

#### 2. Work Plan

Your work plan must describe how the following planting and maintenance operations will be accomplished. Any assistance to be provided by Caltrans (i.e., mowing or disposal of debris) must be included in the work plan.

##### **Site Preparation**

- **Weed and Litter Removal:** Weeds and weed seeds will interfere with germination of your planted seeds and obstruct the display of blooms. Prior to planting you must remove weeds and litter from the area to be planted.

- Describe of the type of weeds present.
- Describe control method(s) to be used. Methods should take into account the type and density of weeds, soil conditions, and slopes. Typically, weed removal activities include one or more of the following tasks: hand-pulling, hoeing, mowing, weed-whipping, and/or applying herbicides.
- Describe how any resulting vegetation debris and/or litter will be removed from the site.

- **Digging or Tilling:** Describe how you plan prepare the ground for planting.

A list of any Caltrans-owned underground facilities, such as irrigation and electrical installations, will be supplied by Caltrans. It is the adopter's responsibility to contact the Underground Service Alert (USA) at 1-800-227-2600 for identification of underground lines that are not owned by Caltrans. USA must be called at least two full working days prior to breaking ground. If underground lines are found, you must call the Maintenance Supervisor listed on your Encroachment Permit before proceeding.

- **Soil Amendment:** List what kind, and the quantity of, any soil amendments you plan to use (i.e. compost, gypsum, etc.)
- **Fertilizer:** If recommended for the species being planted, list what kind, and the quantity of, fertilizer you plan to use. A slow release, organic fertilizer or a fertilizer low in nitrogen is recommended since high nitrogen fertilizers contribute to more weed growth in seeding operations

### Planting

- Indicate whether the wildflowers will be sown by manual means or mechanical means (hydroseeding, drill-seeding, etc.) and at what depth they will be planted. Seed/bulb suppliers and/or packaging may provide procedures appropriate for your chosen species.

### Ongoing Maintenance

- **Weed Control:** Controlling weeds at your adoption site will be your primary ongoing responsibility. Describe the method(s) you will use to control weed growth at your site. Typically, weed control includes one or more of the following tasks: hand-pulling, hoeing, mowing, weed-whipping, mulching, and/or applying herbicides.

**Note:** "Spot" wildflower planting groups (who do not receive a recognition sign) are not required to provide weed control.

- **Litter Removal:** Litter removal prior to weed control is required.
- **Debris Removal:** Describe how any resulting vegetation debris and/or litter will be removed from the site.
- **Supplemental Watering (Optional):** Seed germination and plant growth will depend primarily on natural rainfall. However, the need for supplemental watering may be dependent on the chosen selection of wildflowers or extreme climatic conditions. If supplemental watering is necessary, describe the water source, the means by which water will be delivered to the plants, and the watering frequency. Please note that AAH wildflower planting groups are not permitted to use Caltrans' irrigation systems. The proposed schedule of supplemental irrigation shall meet Caltrans' current water conservation policies or requirements.
- **Use of Mulch:** Mulch must be applied to provide a four- to six-inch layer. Mulch should not be placed in drainage facilities or within one-foot of the trunks of existing trees and shrubs. If you plan to use mulch, please obtain a copy of the *Guidelines for Using Mulch* handout from your District AAH Coordinator before proceeding.

- **Use of Herbicides:** If your work plan includes the use of herbicides, please request a copy of the *Working With Contractors* or the *Caltrans Licensing Requirements for Adopt-A-Highway Volunteers Using Herbicides* handout from your District AAH Coordinator before preparing your plans. Only Caltrans-approved herbicides may be used on the State right of way.
- **Use of Motorized Equipment:** It is recommended that only contractors be allowed to use motorized equipment to perform adoption tasks. However, at the discretion of Districts, volunteers that routinely perform landscape maintenance tasks in a professional capacity, may be permitted to use motorized equipment on State right of way.

*Use of Contractors:* If your group intends to hire a contractor to perform any portion of your adoption work, please obtain a copy of the *Working With Contractors* handout from your District AAH Coordinator before proceeding.

### 3. Work Schedule for Wildflower Planting and Maintenance Activities

A proposed, five-year work schedule for planting and maintenance work must be submitted along with the planting plan and work plan. The schedule must give dates for all of the activities mentioned in your work plan. Planting and maintenance activities must be appropriate for the area's climatic conditions.

Generally, wildflower plantings are more successful if sown in the early fall, after the first rains of the season. However, if you are planting in the desert or in areas with snowfall, the best time for planting may be different.

Statewide guidelines require that you provide weed control a minimum of two times a year. You may be required to work more often if necessary to keep the area in a neat and clean condition. Please obtain the vegetation control frequency for your site from your District AAH Coordinator before preparing your work schedule. Plan to control weeds before they reach six inches in height or before they produce seeds. In order to avoid accidentally starting a fire, do not plan to use power equipment for weed control during periods when weeds and brush are dry.

Sample items to include in your work schedule.

#### Year 1

- Soil preparation prior to seeding
- Initial seeding
- Supplemental watering (optional)
- Year-round weed control
- Litter removal in conjunction with any adoption activity

#### Following Years

- Soil preparation prior to reseeding
- Reseeding\*
- Supplemental watering (optional)
- Year-round weed control
- Litter removal in conjunction with any adoption activity

\*At the discretion of the Maintenance Supervisor for the adopted area and a District Landscape Specialist or Architect, fall reseeding may be waived. Waivers will only be granted for one planting season at a time.

**Note:** Changes to a work schedule once a permit has been issued must be approved by the District AAH Coordinator in consultation with the Maintenance Supervisor of the area where the site is located and a Caltrans Landscape Specialist or Architect.

#### **4. Requirements for Groups Renewing a Wildflower Adoption**

Near the end of your encroachment permit period, your adoption site will be reviewed by a District Maintenance Supervisor and a District Landscape Specialist. If changes in adoption requirements are recommended, the District AAH Coordinator will communicate these to you.

Groups who wish to apply for another five-year encroachment permit must provide a new or amended planting plan and/or work plan to reflect any changes. If there are no changes, copies of existing plans may be submitted along with the application.

Whether or not there have been any changes in the adoption requirements, all groups who reapply must provide a revised work schedule for the new encroachment permit period.



## ADOPT-A-HIGHWAY

### Instructions for Using Mulch

Mulch materials produced from pine trees grown in Alameda, Monterey, Santa Clara, Santa Cruz, San Luis Obispo or San Mateo Counties shall not be used. Wherever possible mulch shall be made from green materials. Mulch may consist of any combination of the following products:

- **Green materials** are shrubs, tree trimmings, or clean, processed/previously used wood products (i.e., unpainted pallets) that have been chipped, shredded, or ground. Mulch produced from green trimmings may contain leaves or small twigs.
  - Chipping, shredding, grinding, or other method may be used to reduce the particle size green materials. Particle size must conform to either the wood chip or the shredded bark specifications listed below under “Dry materials.”
  - Green material shall be processed and have reached an internal temperature of 56° C for a minimum of 15 consecutive days. During the processing period, the green material shall have been turned a minimum of 5 times and shall have been cured for 90 days thereafter.
  - Deleterious materials such as rocks, glass, plastics, metals, clods, weeds, weed seeds, coarse objects, sticks larger than the specified particle size, salts, paint, petroleum products, pesticides or other chemical residues that would be harmful to plant or animal life shall not exceed 0.1 percent of the mulch volume.
- **Dry materials** are wood chips, tree bark, or shredded bark.
  - Wood chips shall be manufactured from clean wood. Wood chips produced from tree trimmings shall not contain leaves or small twigs. The particle size shall be between 12 mm and 80 mm in length, not less than 9 mm in width, and not less than 2 mm in thickness. At least 85 percent, by volume, of wood chips shall conform to the sizes specified.
  - Shredded bark shall be a mixture of shredded bark and wood. The particle size shall be between 3 mm and 40 mm in thickness and between 25 mm to 210 mm in length. It shall be free of salt and deleterious materials such as clods, coarse objects and rocks. At least 75 percent, by volume, of shredded bark shall conform to the sizes specified.
  - Tree bark shall have a particle size between 12 mm and 40 mm and shall be free of salt and foreign materials, such as clods, coarse objects, sticks, rocks, weeds or weed seeds.

#### Placement of Mulch

- It is recommended that a weed barrier placed before mulch is applied.
- Mulch must be applied to provide a four- to six-inch layer.
- Mulch should not be placed in drainage facilities or within one foot of the trunks of existing trees and shrubs.



## ADOPT-A-HIGHWAY

# Caltrans Licensing Requirements for Adopt-A-Highway Volunteers Using Herbicides

---

Due to safety and liability concerns, Caltrans requires Adopt-A-Highway volunteers who apply herbicides on the right of way to be licensed, even though the California Department of Pesticide Regulations (DPR) does not. Requirements vary with the location of the herbicide application and are listed below.

---

### HERBICIDE APPLICATION ON HIGHWAY ROADSIDES

---

The volunteer applying the herbicide must have a Qualified Applicator License (QAL) **with** the “C. Right-of-Way” pest control category.

*or*

The volunteer applying the herbicide must have a Qualified Applicator Certificate (QAC) **with** the “C. Right-of-Way” pest control category.

---

### HERBICIDE APPLICATION AT PARK AND RIDES

---

The volunteer applying the herbicide must have a Qualified Applicator License (QAL) **with** the “C. Right-of-Way” pest control category.

*or*

The volunteer applying the herbicide must have a Qualified Applicator Certificate (QAC) **with** the “C. Right-of-Way” pest control category.

*or*

The volunteer applying the herbicide must have a Qualified Applicator License (QAL) **with** the “B. Landscape Maintenance” pest control category.

*or*

The volunteer applying the herbicide must have a Qualified Applicator Certificate (QAC) **with** the “B. Landscape Maintenance” pest control category.

---

### PEST CONTROL RECOMMENDATION

---

#### **A Pest Control Recommendation is required by law.**

An adopter’s plans and schedules must indicate that herbicides will be used, but the Pest Control Recommendation (detailing the type of herbicide and its application rate) is not due until shortly before the herbicides are applied.

Prior to each application, the adopter must submit a Pest Control Recommendation to the District Adopt-A-Highway Coordinator. The Adopt-A-Highway Coordinator will have the Pest Control Recommendation approved by a District Landscape Specialist. Once approved, a copy will be kept in the adopter’s file, a copy will be sent to the Maintenance Supervisor, and the original returned to the adopter. After application, a “Pesticide Usage Report” must be submitted to the Maintenance Supervisor.

Only Department-approved herbicides can be applied within the State’s right-of-way. Caltrans Districts will provide a list of approved herbicides to adopters. Caltrans’ employees will not write pest control recommendations for adopters or their contractors. Adopters must have this service provided by a DPR-licensed, Agricultural Pest Control Adviser.

---

# Director's Policy

Number: DP-01-R6

Effective Date: July 2006

Supersedes: DP-01-R5 (01/06/2005)

---

*TITLE* Equal Employment Opportunity

---

## *POLICY*

The California Department of Transportation (Department) uses merit and excellence of qualifications as the basic principles guiding the Department's Equal Employment Opportunity (EEO) efforts, in regards to employee recruitment, hiring, retention, training, transfers, promotions, and related public and private sector business activities.

The Department supports a "Zero Tolerance" policy of discrimination and harassment in providing EEO to all applicants, employees, clients, and customers, without regard to race, sex, color, religion, national or ethnic origin, age, political affiliation, ancestry, marital status, sexual orientation, disability, or medical condition. Retaliation against Department employees, applicants, vendors, contractors, special service employees, or an employee of another state department or agency, who are engaged in the implementation of the EEO policy, would constitute a violation.

## *INTENDED RESULTS*

The Department's EEO policy has been developed to ensure a work environment free from all forms of discrimination and harassment for its diversified work force. The principles of EEO are utilized in all employment decisions and business practices, unless such practices violate state and federal laws and statutes, court orders, or result in a loss of federal funds.

## *RESPONSIBILITIES*

### Deputy Directors, District Directors, Chief and Deputy District Directors, Division Chiefs, Managers, and Supervisors:

- Ensure the work environment is free from discrimination and harassment by ensuring that program objectives, standards, and practices are in compliance with equal employment opportunity guidelines, to the extent allowed by law.

### Deputy Director, Office of Civil Rights:

- Ensures the Department's EEO program and plan are fully implemented and enforced in all departmental programs and business activities.

### Deputy Director, Administration:

- Ensures that employment recruitment, hiring, retention, training, transfers, promotions, and business activities are in compliance with EEO guidelines.
- Ensures active recruitment efforts of qualified applicants are broad and inclusive of all segments of the relevant work force.

- Ensures implementation of the Department's Reasonable Accommodation Program.

Chief, Office of Equal Opportunity:

- Prepares the Department's annual EEO Plan, including Workforce Analysis, Upward Mobility, and Persons with Disabilities Plan.
- Provides EEO technical assistance to managers and supervisors, and ensures departmental employees receive comprehensive EEO awareness training.
- Provides oversight for the Department's informal and formal discrimination complaint processes.

Manager, Equal Employment Opportunity Program:

- Ensures comprehensive, neutral, and timely investigations of formal discrimination complaints and uniform complaint intake processes in a manner consistent with the Department's EEO Investigations Procedural Manual.

District and Headquarters EEO Managers, Officers, and Coordinators:

- Ensure the implementation and monitoring of District programs and business activities to ensure compliance with EEO guidelines and Office of Equal Opportunity directives and maintain a work environment free from discrimination and harassment.

Employees, Applicants, and Business Partners:

- Ensure fellow employees, business partners, and the general public are treated with dignity and respect in a work environment free from discrimination and harassment.

*APPLICABILITY*

All departmental employees, applicants, and business partners.

*Original Signed By*

---

WILL KEMPTON  
Director

---

Date Signed