

**APPLICATION  
ADOPT A HIGHWAY  
KANSAS DEPARTMENT OF TRANSPORTATION**

THE KANSAS DEPARTMENT OF TRANSPORTATION'S ADOPT A HIGHWAY PROGRAM IS PART OF AN EFFORT TO AKE OUR ROADWAYS LITTER FREE. THE PROGRAM IS VOLUNTARY, DESIGNED FOR NON-PROFIT ORGANIZATIONS AND IS OPEN TO GROUPS THAT DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR OR SEX. EACH VOLUNTEER (ADOPTING) GROUP ASSUMES RESPONSIBILITY FOR AN ASSIGNED SECTION OF HIGHWAY AND AGREES TO REMOVE LITTER AND TRASH A MINIMUM OF THREE TIMES A YEAR FOR A TWO YEAR PERIOD. THE KANSAS DEPARTMENT OF TRANSPORTATION WILL WORK WITH THE ADOPTING GROUP TO SELECT THE SPECIFIC SECTION OF HIGHWAY TO BE ADOPTED. SOME HIGHWAYS MAY NOT BE CONSIDERED FOR A NUMBER OF REASONS, USUALLY SAFETY RELATED.

PLEASE PRINT ALL INFORMATION BELOW

DATE: \_\_\_\_\_

NAME OF GROUP


NAME TO APPEAR ON ROAD SIGN (30 letters/spaces maximum)

GROUP'S MAILING ADDRESS

CITY

ZIP CODE

GROUP'S PRESIDENT

GROUP'S ADOPT A HIGHWAY CHAIRPERSON

GROUP'S TELEPHONE NUMBER  
(DAY)

(NIGHT)

GROUP'S EMAIL

APPROXIMATE NUMBER OF PEOPLE PARTICIPATING IN EACH CLEANUP: \_\_\_\_\_

HIGHWAY SECTION(S) YOU ARE INTERESTED IN ADOPTING (in order of preference):

	HIGHWAY	LOCATION - DESCRIPTION	R.P. TO	R.P.
1.	_____	_____	_____ TO	_____
2.	_____	_____	_____ TO	_____
3.	_____	_____	_____ TO	_____

MAIL THIS FORM TO: **KANSAS DEPARTMENT OF TRANSPORTATION  
ADOPT A HIGHWAY PROGRAM**

\_\_\_\_\_

\_\_\_\_\_

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FOR OFFICE USE ONLY

RECEIVED BY KDOT: DATE \_\_\_\_\_ TIME: \_\_\_\_\_

RECOMMENDED BY KDOT AREA ENGINEER: \_\_\_\_\_

KDOT DISTRICT ADOPT A HIGHWAY COORDINATOR APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_

**AGREEMENT OF TERMS AND CONDITIONS  
ADOPT A HIGHWAY  
KANSAS DEPARTMENT OF TRANSPORTATION**

THE KANSAS DEPARTMENT OF TRANSPORTATION'S ADOPT A HIGHWAY PROGRAM IS PART OF AN EFFORT TO MAKE OUR ROADWAYS LITTER FREE. THE PROGRAM IS VOLUNTARY, DESIGNED FOR NON-PROFIT ORGANIZATIONS AND IS OPEN TO GROUPS THAT DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR OR SEX. EACH VOLUNTEER (ADOPTING) GROUP ASSUMES RESPONSIBILITY FOR AN ASSIGNED SECTION OF HIGHWAY AND AGREES TO REMOVE LITTER AND TRASH A MINIMUM OF THREE TIMES A YEAR FOR AT LEAST A TWO YEAR PERIOD. THE KANSAS DEPARTMENT OF TRANSPORTATION WILL WORK WITH THE ADOPTING GROUP TO SELECT THE SPECIFIC SECTION OF HIGHWAY TO BE ADOPTED. SOME HIGHWAYS MAY NOT BE CONSIDERED FOR A NUMBER OF REASONS, USUALLY SAFETY RELATED.

THE KANSAS DEPARTMENT OF TRANSPORTATION, HEREINAFTER REFERRED TO AS "KDOT", AND \_\_\_\_\_ HEREINAFTER

NAME OF GROUP

REFERRED TO AS THE "GROUP", RECOGNIZE THE NEED AND THE DESIRABILITY OF LITTER-FREE HIGHWAYS AND ARE ENTERING THIS AGREEMENT TO PERMIT THE GROUP TO CONTRIBUTE TOWARD THE EFFORT OF MAINTAINING LITTER-FREE HIGHWAYS.

**CONDITIONS GROUP AGREES TO:**

BY SIGNING THIS AGREEMENT, THE GROUP AGREES TO COMPLY WITH THE FOLLOWING CONDITIONS, AND ANY OTHER CONDITIONS OR DIRECTIONS CALLED FOR BY KDOT.

1. THE GROUP SHALL OBTAIN A SIGNED CONSENT FORM (AAH89D) FOR EACH PARTICIPANT BETWEEN THE AGES OF 11 AND 18. THE GROUP AGREES THAT THE CONSENT FORM IS EFFECTIVE DURING THE TIME OF THIS AGREEMENT. IT IS THE OPTION OF THE GROUP TO HAVE THE CONSENT FORM SIGNED PRIOR TO EACH ROADSIDE PICKUP OR ONE SIGNED CONSENT FORM PER PARTICIPANT FOR THE TERM OF THE AGREEMENT. THE GROUP SHALL BE RESPONSIBLE TO OBTAIN AND UPDATE THE CONSENT FORM FOR MEMBERS THAT JOIN ANYTIME DURING THE TERM OF THE AGREEMENT. THE CONSENT FORM (AAH89D) IS MADE A PART OF THIS AGREEMENT. THE CONSENT FORM SHALL BE SIGNED BY EITHER THE PARENT OR GUARDIAN AND THE CHILD.
2. THE GROUP SHALL CONDUCT A SAFETY MEETING PRIOR TO EACH ROADSIDE PICKUP. ALL PARTICIPANTS MUST ATTEND AND AGREE IN WRITING TO ASSUME THE RISKS INVOLVED IN THE WORK BY SIGNING THE RELEASE FORM (AAH89C).
3. THE GROUP AGREES TO NOTIFY THE KDOT OFFICE IN (PHONE NUMBER \_\_\_\_\_ ), AT LEAST TWO DAYS PRIOR TO THEIR PLANNED PICKUP TIME.
4. THE GROUP AGREES THAT THE MINIMUM LENGTH OF HIGHWAY TO BE ADOPTED IN RURAL OR UNDEVELOPED AREAS IS TWO MILES, AND THAT THIS MINIMUM LENGTH MAY BE REDUCED TO ONE MILE SHOULD LITTER PICKUP BE PERMITTED IN URBAN AREAS.
5. THE GROUP AGREES TO ADOPT THEIR SECTION OF HIGHWAY FOR A MINIMUM OF TWO YEARS, WITH A RENEWAL OPTION WHEN AGREEABLE TO BOTH PARTIES.
6. PARTICIPANTS MUST BE AT LEAST 11 YEARS OF AGE. YOUNGER PERSONS WILL NOT BE PERMITTED TO ACCOMPANY THE GROUP. ALL PERSONS BETWEEN THE AGES OF 11 AND 18 MUST BE ACCOMPANIED BY AT LEAST ONE PERSON OVER THE AGE OF 21, PER FIVE PERSONS BETWEEN THE AGES OF 11 AND 18.
7. THE GROUP SHALL PICK UP LITTER A MINIMUM OF THREE TTMES A YEAR (RECOMMENDED SCHEDULE: EARLY SPRING, SUMMER, EARLY FALL). NO LITTER PICKUP WILL BE SCHEDULED ON STATE RECOGNIZED HOLIDAYS OR HOLIDAY WEEKENDS.
8. ALL PERSONS ENGAGED IN LITTER PICKUP ON THE RIGHT OF WAY MUST WEAR AN APPROPRIATE SAFETY VEST, CURRENTLY THAT IS AN ANSI CLASS II SAFETY VEST (KDOT WILL FURNISH THE SAFETY VESTS).
9. LITTER PICKUP EFFORTS MUST BE DONE BY A GROUP OF AT LEAST THREE PEOPLE. NO INDIVIDUALS FROM THE GROUP, BY THEMSELVES, MAY PICK UP TRASH.

NOTE: This information is available in alternative accessible formats. To obtain an alternative format, contact the KDOT Bureau of Transportation Information, Dwight D. Eisenhower State Office Building, 700 SW Harrison ST., TOPEKA, KS 66603-3754 or phone (785) 296-3585 (Voice)/(TTY).

10. ALL LITTER PICKUP ACTIVITIES MUST BE ACCOMPLISHED DURING THE DAYTIME PERIOD. THE DAY TIME HOUR IS ONE HOUR AFTER SUNRISE TO ONE HOUR BEFORE SUNSET.
11. LITTER PICKUP IS ALLOWED ON ONE SIDE OF THE ROADWAY AT A TIME. IF BOTH SIDES OF THE HIGHWAY ARE ASSIGNED, LITTER PICK-UP MUST BE COMPLETED ON ONE SIDE OF THE ROAD BEFORE LITTER PICK-UP IS BEGUN ON THE OTHER SIDE. AT THE DISCRETION AND PURSUANT TO DIRECTION OF THE KDOT DISTRICT ENGINEER, LITTER PICKUP MAY BE PERMITTED IN THE MEDIAN AREAS OF DIVIDED HIGHWAYS.
12. LITTER PICK-UP ACTIVITIES SHALL NOT BE CONDUCTED DURING INCLIMENT WEATHER.
13. THE GROUP SHALL OBTAIN KDOT FURNISHED MATERIALS DURING REGULAR WORKING HOURS. (TRASH BAGS, SAFETY VESTS AND ALL FORMS).
14. SIGNED RELEASE FORMS (AAH89C), UNUSED TRASH BAGS, AND UNUSED SAFETY BROCHURES SHALL BE RETURNED TO THE KDOT OFFICE REFERENCED IN CLAUSE 3 DURING REGULAR WORKING HOURS WITHIN ONE WEEK FOLLOWING LITTER PICKUP.
15. THE GROUP WILL PLACE FILLED TRASH BAGS AT LOCATIONS DESIGNATED BY THE KDOT OFFICE, ALONG THE OUTSIDE SHOULDER EDGE. TRASH BAGS WILL BE REMOVED AND DISPOSED OF BY KDOT THE NEXT WORKING DAY.
16. LITTER PICKUP WILL NOT START UNTIL THE ADOPTING GROUP DISPLAYS THE FOLD-DOWN TRAFFIC CONTROL WARNING SIGNS INSTALLED ON ADOPT A HIGHWAY SIGN SUPPORTS AT EACH END OF THEIR ADOPTED SECTION OF HIGHWAY. THE SIGN SHALL BE RETURNED TO ITS FOLDED-UP POSITION AFTER THE CLEANUP HAS BEEN ACCOMPLISHED.
17. THE GROUP HAS NO AUTHORITY TO STOP OR DIRECT TRAFFIC.
18. THE GROUP HAS NO AUTHORITY TO DO ANYTHING OTHER THAN LITTER PICKUP. (NO MOWING, ETC.)
19. USE OF CONTROLLED SUBSTANCES (INCLUDING ALCOHOLIC BEVERAGES) SHALL BE PROHIBITED.
20. THE GROUP SHALL NOT TRESPASS OR INTERFERE WITH THE RIGHTS OF PRIVATE LANDOWNERS.
21. THE GROUP SHALL OBSERVE TRAFFIC CONTROL WHEN TRAVELING BY VEHICLE IN THE ASSIGNED AREA AND SHOULD OBSERVE AREAS WHERE VEHICLES SHOULD NOT BE PARKED.
22. THE GROUP SHALL NOTIFY KDOT OF PUBLICITY EFFORTS OF THE LITTER PICKUP BEFORE EACH PICKUP.
23. NO CHILDREN OR PETS SHALL BE ALLOWED AT THE LITTER PICKUP AREA OR IN THE VEHICLES PARKED BY THOSE PICKING UP TRASH.
24. THE GROUP SHALL NOTIFY THE KDOT OFFICE REFERENCED IN CLAUSE 3 WITHIN 24 HOURS OF THE OCCURRENCE OF ANY INJURY TO ANY PERSON OR ACCIDENT WHICH OCCURS DURING LITTER PICKUP.

**KDOT AGREES TO:**

1. ERECT AN IDENTIFICATION SIGN AT EACH END OF THE ADOPTED SECTION WITH THE GROUP'S NAME OR ACRONYM DISPLAYED. Maximum number of letters/spaces is 30. Profanity and/or sexual innuendo will not be allowed as a name or acronym to be displayed on the identification sign. The secretary has full discretion to determine whether a name or acronym contains profanity or sexual innuendo.
2. REPLACE SIGNS ONCE DUE TO VANDALISM OR THEFT AT NO COST TO THE GROUP.
3. PROVIDE SAFETY VESTS, TRASH BAGS AND SAFETY LITERATURE.
4. REMOVE THE FILLED TRASH BAGS THE FIRST WORKDAY AFTER THE PICKUP.
5. PROVIDE PRESS INFORMATION UPON REQUEST FROM THE MEDIA.
6. ASSIST THE GROUP IN PLANNING AN INITIAL INFORMATION AND SAFETY MEETING.

**NOTE:** KDOT WILL NOT ROUTINELY PICK UP LITTER FROM THE ADOPTED SECTION. KDOT WILL PICK UP LARGE, HEAVY, OR HAZARDOUS MATERIALS WHEN FOUND.

**WARNING**

**BY SIGNING THIS AGREEMENT. THE GROUP ACKNOWLEDGES THE HAZARDOUS WORK AND ASSUMES THE RISK OF THE HAZARDS POSED BY TRAFFIC, NATURE, THE CONDITION OF THE RIGHT OF WAY AND HAZARDOUS MATERIALS WHICH MAY BE FOUND ON THE RIGHT OF WAY.**

PLEASE PRINT ALL INFORMATION BELOW

NAME OF GROUP


NAME TO APPEAR ON ROAD SIGN (30 letters/spaces maximum)

GROUP'S MAILING ADDRESS

CITY

ZIP CODE

GROUP'S PRESIDENT

GROUP'S ADOPT A HIGHWAY CHAIRPERSON

GROUP'S TELEPHONE NUMBER  
(DAY)

(NIGHT)

GROUP'S EMAIL

**AUTHORIZED SIGNATURE FOR THE GROUP  
(SIGNATURE MUST BE WITNESSED BY KDOT REPRESENTATIVE/OR NOTARY PUBLIC)**

KDOT REPRESENTATIVE AS WITNESS FOR GROUP SIGNATURE OR NOTARY PUBLIC

DATE

RECOMMENDED BY KDOT AREA ENGINEER

KDOT DISTRICT ADOPT A HIGHWAY COORDINATOR APPROVAL

DATE

SECTION OF ROADWAY ASSIGNED

COUNTY: \_\_\_\_\_ ROUTE: \_\_\_\_\_ REF. PT. \_\_\_\_\_ TO \_\_\_\_\_