

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

The Kansas Department of Transportation's Adopt-A-Highway program is voluntary, designed for civic-minded groups or businesses with an interest in keeping our highways litter-free. It is open to families, youth organizations, civic groups, non-profit organizations, churches, schools, social organizations, neighborhood groups, service organizations, retiree organizations, and city, county or state agencies. Eligible groups must comply with state laws prohibiting discrimination based on race, religion, color, age, gender or national origin. 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.

**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 AUTHORIZED REPRESENTATIVE (President, other Officer or Representative)**

**GROUP'S ADOPT-A-HIGHWAY CONTACT**

**CONTACT'S TELEPHONE NUMBER  
(DAY)**

**(NIGHT)**

**CONTACT'S EMAIL**

**APPROXIMATE NUMBER OF PARTICIPATING MEMBERS IN GROUP:** \_\_\_\_\_  
(KDOT recommends applying groups have a minimum of five members able to participate in litter Pickups to be able to effectively control litter on the assigned highway section.)

**ESTIMATED NUMBER OF PEOPLE PARTICIPATING IN EACH CLEANUP (minimum of 3):** \_\_\_\_\_  
(For safety reasons, a minimum of three members must be involved in litter Pickup events.)

**HIGHWAY SECTION(S) YOU ARE INTERESTED IN ADOPTING (in order of preference):** The Kansas Department of Transportation will work with the adopting group to select the specific section of highway to be adopted. KDOT may not allow some highway sections to be adopted for safety or other considerations. Groups may be placed on a waiting list if they are interested in a particular section that is already adopted.

	<b>HIGHWAY</b>	<b>LOCATION – DESCRIPTION</b>	<b>R.P. TO</b>	<b>R.P.</b>
1.	_____	_____	TO	_____
2.	_____	_____	TO	_____
3.	_____	_____	TO	_____

**MAIL FORM TO:**

**KANSAS DEPARTMENT OF TRANSPORTATION  
ADOPT-A-HIGHWAY PROGRAM**

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



FOR OFFICE USE ONLY

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

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

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

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

NOTE: This information is available in alternative accessible formats. To obtain an alternative format, contact the KDOT Office of Public Affairs,

Dwight D. Eisenhower State Office Building, 700 SW Harrison ST., TOPEKA, KS 66603-3754 or phone (785) 296-3585 (Voice)/(TTY).

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

**Eligible Groups:** Civic minded groups or businesses with an interest in keeping our highways litter-free, including families, youth organizations, civic groups, non-profit organizations, churches, schools, social organizations, neighborhood groups, service organizations, retiree organizations, and city, county or state agencies. Eligible groups must comply with state laws prohibiting discrimination based on race, religion, color, age, gender or national origin.

**Non-Eligible Groups:** Any group whose name promotes or opposes an elected official or candidate for public office is not eligible to participate in the Adopt-A-Highway Program. In addition, adoptions are not allowed for political candidates and/or their election campaign organizations, elected officials, or entities that may constitute partisan endorsements.

**Additional Restrictions and Conditions:** 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 program is not intended as an advertising medium or a means of providing a public forum for groups, individuals or businesses to use in promoting name recognition, a particular cause, or a political candidate or position. Participants may not display messages, carry banners, or advertise their business or group affiliation or cause. The safety of those collecting litter and the traveling public are of paramount concern. For that reason, while collecting litter on right-of-way, the method, manner and appearance of the participants should be conducted in a way as to not distract, disrupt, or adversely affect traffic or the safety of the traveling public.

**Risks:** Picking up litter on highway right-of-way involves risks and hazards posed by traffic, nature, the condition of the right-of-way and hazardous materials which may be found on the right-of-way.

The Kansas Department of Transportation, (KDOT), and

\_\_\_\_\_, (Group)  
NAME OF GROUP

are entering into this agreement to permit the Group to contribute towards the effort of maintaining litter-free highways by performing litter pick ups (Pickups).

**CONDITIONS AGREED TO BY GROUP:**

By signing this agreement, the Group agrees to comply, and require those participating in Pickups to comply, with the following conditions and any other conditions imposed or directions provided by KDOT.

1. **A Group shall not allow any person to participate in a litter Pickup without having first obtained a signed release form or consent form for that person.** It is the option of the Group to have the release forms and consent forms signed prior to each Pickup or one signed release form and consent form per participant for the term of the agreement. The Group shall be responsible to obtain release forms and consent forms for participating members that join anytime during the term of the agreement. The release forms and consent forms for each participant are made a part of this agreement.
2. The Group shall obtain a consent form (DOT Form No. 1210D) for each participant between the ages of 11 and 18. The consent from shall be signed by either a parent or guardian, and the child.
3. 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 forms and consent forms (if applicable). **All participants agree to comply with all safety measures imposed by KDOT as described in the safety meeting, Adopt-A-Highway Safety Brochure and/or Adopt-A-Highway Safety Video.**
4. The Group shall notify the KDOT office at ( \_\_\_\_\_ ), at least two days prior to its planned Pickup time.
5. The minimum length of highway to be adopted in rural or undeveloped areas is two miles; this minimum length may be reduced to one mile for Pickups permitted in urban areas.

6. The Group agrees to adopt its section of highway for a minimum of two-years. The Group may submit a renewal application if it wishes to continue with the program after the expiration of its two year commitment.
7. Participants must be at least 11 years of age; younger persons shall not be permitted to accompany the Group. There must be one adult supervisor on-site for every five participants between the ages of 11 and 18.
8. The Group shall pick up litter a minimum of three times a year (recommended schedule early spring, summer and early fall). No Pickup may be scheduled on state-recognized holidays or holiday weekends.
9. The following safety measures shall be followed by all persons engaged in Pickups on the right-of-way:
  - a. An appropriate safety vest furnished by KDOT must be worn.
  - b. Pickup efforts must be conducted by a group of at least three people; no individuals may pick up trash alone or with only one other person present.
  - c. All Pickup activities must be accomplished during the daytime hours, which is the period commencing one hour after sunrise and ending one hour before sunset.
  - d. Pickup is conducted on only one side of the roadway at a time. If both sides of the highway are assigned, Pickup must be completed on one side of the road before Pickup is begun on the other side.
  - e. Pickup activities shall not be conducted during inclement weather.
  - f. Pickup shall 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 concluded.
  - g. Use of controlled substances (including alcoholic beverages) is prohibited.
10. The Group shall obtain KDOT furnished materials (trash bags, safety vest, safety DVD, safety brochure and forms) during regular KDOT working hours.
11. Signed release forms and consent forms, unused trash bags and unused safety brochures shall be returned to the KDOT office during KDOT working hours within one week following Pickup.
12. The Group will place filled trash bags to be removed and disposed of by KDOT at locations designated by the KDOT office, along the outside shoulder edge.
13. The Group shall not interfere with, stop or direct traffic.
14. Participants shall not display messages, carry banners, or advertise their business or group affiliation or cause during Pickups. While collecting litter on right-of-way, the method, manner and appearance of the participants should be conducted in a way that does not distract, disrupt or adversely affect traffic or the safety of the traveling public. Clothing worn by participants shall be consistent with this provision.
15. The Group shall not undertake any activities other than picking up litter on the right-of-way. This includes mowing or other maintenance activities.
16. The Group shall not trespass on non-KDOT property or interfere with the rights of private landowners.
17. The Group shall observe traffic control when traveling by vehicle in the assigned area and observe areas where vehicles should not be parked.
18. The Group shall notify KDOT of any publicity efforts for the Pickup before each Pickup.
19. Children under the age of 11, pets or persons who have not signed a release forms and consent forms shall NOT be allowed at the Pickup area or in the vehicles parked by those picking up trash.

20. The Group shall notify the KDOT office within 24 hours of the occurrence of any injury to any person or accident with occurs during Pickup.
21. The Group understands and agrees that while applying groups may request a specific section on highway for adoption, they are not guaranteed to receive their preference and have no right to adopt a specific section. KDOT will work with the applying group to select a section of highway to be adopted. KDOT may not allow some highway sections to be adopted for safety or other considerations. Should a Group's adoption of a highway section be the cause of public demonstrations, protest or disturbances that would pose a threat to public safety or to the safety of the Group's members, KDOT reserves the right to assign a different section of highway to the Group.
22. The Group understands and agrees that the sole purpose of the sign to be provided and erected by KDOT on its adopted highway section is to identify the adopting Group, and is not intended to advertise the Group's services, products, or locations, or to provide a public forum to promote a cause, belief, message or position. Political or business slogans, logos, taglines, phone numbers and website addresses are not allowed.
23. Failure to comply with any of the terms and conditions of this agreement, including the Group's responsibilities for the required number of Pickups may result in revocation of this agreement by KDOT and/or KDOT's refusal to renew the Group's participation in the program.

**KDOT AGREES TO:**

1. Provide and erect a sign at each end of the adopted highway section identifying the adopting Group. The identification on the sign is limited to the Group's name or acronym of up to 30 characters (letters/spaces). Political or business slogans, logos, taglines, phone numbers and websites addresses are not allowed. Profanity and/or sexual innuendo will not be allowed as a name or acronym to be displayed on the identification sign. KDOT has full discretion to determine whether a name or acronym contains profanity or sexual innuendo, or is otherwise ineligible for use on a sign. KDOT will work with sponsors in revising Group names or acronyms that may be considered ineligible.
2. Replace a Group's identification signs once due to vandalism or theft at no cost to the Group. If a sign needs replacing more than once, KDOT may give the Group the option to pay for an additional replacement sign. Vandalized signs which are not eligible for replacement (or the Group has elected no to pay for a replacement) may be removed by KDOT at its discretion. The absence of a Group's sign does not relieve the Group of its responsibility to continue Pickups for the remainder of its two-year adoption commitment. KDOT will not replace a sign during the adoption term only to reflect a change in the name of the Group.
3. Provide safety vests, trash bags and instructional safety literature.
4. Removed the filled trash bags 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 agrees to be bound by the terms and conditions set forth above. In addition the Group's representative acknowledges the hazardous work involved in litter pickups and assumes the responsibility of advising participating Group members of the hazards posed by traffic, nature, the condition of the right-of-way and the hazardous materials which may be found on the right-of-way.**

PLEASE PRINT ALL INFORMATION BELOW

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

\_\_\_\_\_  
NAME OF GROUP

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE FOR THE GROUP (Print Name and Title or Position)

**(Signature must be witnessed by KDOT Representative or Notary Public)**

\_\_\_\_\_  
KDOT REPRESENTATIVE AS WITNESS FOR REPRESENTATIVE'S SIGNATURE

DATE

OR

NOTARY PUBLIC

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared \_\_\_\_\_ to me personally known, who, being be me duly sworn did say that she/he is the above Group's representative, and that said instrument was signed on behalf of said Group be proper authority, and said \_\_\_\_\_ acknowledged said instrument to be the free act and deed of the Group.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal the day and year above written.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

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

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

DATE

SECTION OF ROADWAY ASSIGNED

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