



Kern County Road Adoption Permit

Applicant,

Kern County's Adopt-a-Road program allows individuals and organizations to "adopt" a County road and keep it free of roadside littering and illegal dumping. Once awarded a permit, applicants are required to:

- Perform cleanups at least once a quarter;
- Contact the permits office at least 48 hours prior to the cleanups;
- Ensure all workers maintain safe practices; and
- Follow all the terms and conditions of the Road Adoption Permit.

To assist permittees in their cleanup efforts, the program provides a sign acknowledging their efforts, as well as vests, gloves, and roadside cleanup bags. Additionally, once the cleanup is complete, the bags can be left on-site and will be removed by the road maintenance crews.

Kern County Public Works Department does not issue permits for state or federal highways, or for Kern County's 11 incorporated cities (Arvin, Bakersfield, California City, Delano, Maricopa, McFarland, Ridgecrest, Shafter, Taft, Tehachapi, Wasco).

All permit requests are processed in the order received. Please allow for 2-weeks to process the application. Processing will not commence until all documents are received. For changes, please submit a new permit application, and if applicable, a "rider" to modify the original permit will be issued.

Attached is a copy of the permit application, a list of required attachments, and the standard permit conditions. Please complete the application and submit it, with all the required documentation, via E-mail to the Kern County Public Works Department's permit office at permit@kerncounty.com.

Thank you,

A handwritten signature in blue ink, appearing to read "Joshua Champlin".

Joshua Champlin, Director

Kern County Public Works Department



Kern County Road Adoption Permit Application

PERMIT #
AR-

Name:	
Name for Sign:	
Mailing Address:	
City/State/Zip:	
E-Mail:	
Phone Number:	

Road Permits Contact Info: Ph (661) 862-8827 Fax (661) 862-8851 Email: permit@kerncounty.com

Annual Request: Yes No Rider: Yes No If Yes: Permit #

Location: (Address or description of location, attach photos if available)

By signing this application, I certify that I have reviewed and will fully comply with the terms and conditions of the Road Adoption Permit. Permit shall be stamped "signature on Application."

Sign: _____ Date _____

APPLICANT WILL NOT WRITE BELOW THIS LINE	Office Use Only
	Approved by: _____
	Date: _____

<p>Send Approved Permit by: (Check One)</p> <p>Call for Pickup: <input type="checkbox"/></p> <p>Email: <input type="checkbox"/></p> <p>Email Address: _____</p>
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Required Documents and Deadlines

- Signed Permit Application.
- A map or illustration showing the portions of the road to be adopted.
- A general cleanup schedule.

Note: All incomplete applications will be returned and discarded at the time of return. The Applicant will be required to resubmit the application and required attachments in a single email



Road Adoption Permit Standard Conditions

The following are standard terms and conditions for all Road Adoption permits issued by the Kern County Public Works Department ("Department"). These terms and conditions may only be modified by a written instrument signed by the Public Works Director ("Director") or the Director's duly authorized representative ("Representative"). The applicant is responsible to review the terms included in the issued permit and agree to those terms to obtain a permit. The applicant is volunteering to perform or to be responsible for the performance of Road Adoption work. All conditions listed will be in-force unless expressly indicated on the face of the permit.

1. **Authority:** Authority to issue Road Adoption permits is provided by Division 2, Chapter 5.5, Section 1460-1470 et seq. of the California Streets and Highways Code.

2. **Revocation/Cancellation:** Road Adoption permits 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 Representative. These provisions are subject to modification or abrogation at any time. Permits may be temporarily or permanently suspended due to construction or other 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 fully responsible for those arrangements and agree that the County shall not be liable for any matter relating thereto.

3. **Assignment:** No parties other than the Permittee, or Permittee's authorized representatives, are allowed to work under this Permit.

4. **Permittee Responsibility:** Permits are not valid until a Representative has given the Permittee's safety/crew leader a safety orientation, and all participants have received safety training from their safety/crew leader. Permittee shall abide by all safety instructions provided by the Department.

5. **Beginning of Work:** Work authorized by this permit shall begin within 30 calendar days from the date of issuance, regardless of whether the Permittee's Road Adoption signs and/or recognition panels have been installed.

6. **Advance Notice of Work:** Permittee must notify the Encroachment Permit Office and Road Maintenance Office of their work schedule at least 48 hours prior to each cleanup event.

7. **Workdays and Hours:** Work must be performed during daylight hours. If weather, or other adverse circumstances, cause 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, Lincoln's Birthday, Presidents' Day, Cesar Chavez's Birthday, Easter, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and the day after, or Christmas Day and the day after.

8. **Order of Encroachments:** Permittee shall yield to conflicting encroachments.

9. **Permit on Work Site:** Permittee shall keep the complete permit package or a copy thereof, at the work site and show it upon request to any Representative or law enforcement officer. All vehicles parked in the right of way shall display a copy of the permit in the windshield. Vehicles parked in the right of way without a permit may receive traffic citations.

10. **Parking at Work Site:** Participant's personal vehicles shall not interfere with the free flow of traffic or pedestrians. Vehicles used to transport participants or materials must be located completely off 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.

11. **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 work on unstable or slippery ground, on slopes greater than approximately 40°, on bridges, in tunnels, or inside culverts.

12. **Public Traffic Control:** All forms of traffic control are prohibited under this permit.

13. **Safety Equipment:** All participants shall wear safety vests and gloves while on the County right of way. Participants shall wear long pants, and hard-soled shoes or boots with ankle support.



14. **Litter Bags:** Participants shall use the roadside cleanup bags provided. Bags must be placed at least six feet from the edge of traffic lanes and off the paved shoulders. Bags must be placed in locations where they are not obstructing drainage and where Department maintenance staff can easily see and safely retrieve them. When possible, bags should be stacked together and/or placed 100 feet from structures. Participants may take bags of recyclables home.

15. **Safety Procedures for Volunteer Groups:**

A. **Designate a safety leader:** Each Permittee shall designate a safety leader to represent the group. Unless otherwise notified, the Department considers the safety leader to be the individual whose name appears on the attached encroachment permit.

B. **Attend safety orientation:** The safety leader shall contact the Public Works Department for safety orientation prior to beginning work.

C. **Obtain safety equipment:** Safety equipment shall be issued during safety orientation. Additional equipment and litter bags may be obtained as needed during the permit period from the Encroachment Permit Office.

D. **Provide safety training to all group members:** The safety leader shall provide safety training for all participants before they attend a work event. Safety leader shall explain the permit provisions to all participants.

E. **Conduct safety reviews before each work event:** Safety leaders shall conduct, at a minimum, a brief, off-site safety review prior to each work event. Safety leaders shall ensure that all participants are equipped with safety gear and that minors are adequately supervised.

F. **Provide annual safety training:** Safety leaders must hold an annual safety training refresher for all participants. Safety leaders shall review and explain the Permit Provisions.

G. **Report injuries, accidents, and incidents:** Report the following by the next business day: injuries resulting in an individual needing medical treatment, vehicular damage which results in an insurance claim or police report, incidents where law enforcement was contacted.

16. **Roadside Cleanup Signs:** The Department shall furnish, install, and maintain Road Adoption courtesy signs and recognition panels at the cleanup site to recognize the participant's contribution. Recognition panels shall be in accordance with Department guidelines entitled "Recognition Panel Guidelines". The Road Adoption program shall not be a forum for advertisement or public discourse.

17. **Use of Contractors to Perform Work:** Contact the Public Works Department for additional requirements if you wish to hire contractors to perform clean up events.

18. **Compliance with Laws:** Permit is only valid if Permittee has obtained all necessary permits required by law, including Cal-OSHA, the Public Utilities Commission of the State of California (PUC), the California State Contractors Licensing Board or any other public agency having jurisdiction. Permittee shall comply with all applicable laws. This Permit does not create an employment, partnership, or joint venture relationship with County.

19. **Cost of Work:** Unless stated in the permit, or a separate written agreement, the Permittee shall bear all costs incurred for work within the County right of way and waives all claims for indemnification or contribution from the County.

20. **Labor Code Compliance:** Prevailing Wage: If the work hereunder is performed by a contractor, the Permittee and its contractor shall comply with the provisions of the Prevailing Wage Law, California Labor Code section 1771 et seq..

21. **Indemnification:** Permittee agrees to indemnify, defend and hold harmless County and County's agents, board members, elected and appointed officials and officers, employees, volunteers and authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action awards, judgments, costs, and expenses of whatever kind or nature, which arise out of or are in any way connected with any act or omission of permittee or permittee's agents, contractors, sub-contractors of any tier, employees or authorized representatives.



Safety Checklist

- Ensure each participant has received safety training in advance of events.
- Review safety procedures before each work event.
- Park all vehicles completely off pavement and a minimum of six feet from any traffic lane.
- Proceed in the direction facing traffic to watch for oncoming traffic. Post a safety lookout when you are unable to watch oncoming traffic.
- Do not work within six feet from any traffic lane or on medians.
- Do not work on slippery ground, on slopes greater than approximately 40°, on bridges, in tunnels, or inside culverts.
- Wear safety vests at all times while in the right of way.
- Wear long pants, gloves, hard-soled shoes or boots with ankle support.
- Use Roadside Cleanup bags provided by the Department. Place bags at least six feet from the edge of the traffic lanes and off the paved shoulders. Place bags in locations where they are not obstructing drainage and where Department Maintenance staff can easily see and safely retrieve them. Stack bags together and 100 feet from structures.
- Be very careful when handling any sharp objects. Make sure that ONLY adults pick up glass and the like. Do not handle "Sharps" i.e.: needles. Instead report such findings to the public works Department by calling (661) 862-8827.



Bag It, Move It, or Leave It Instructions for Handling Roadside Litter

BAG IT: *These items may be placed in the bag.*

1. Small items made of paper, cardboard, plastic, Styrofoam, wood, rubber, glass, or metal provided that the item does not have any sharp edges.
2. Small, empty containers provided that the item does not have sharp edges.

Move IT: *These items should be placed alongside your stacked bags at the edge of the road shoulder.*

1. Items with dull, pointed edges that might tear a bag.
2. Large items that would prevent a bag from being properly tied closed.
3. Heavy items that could tear a bag, provided that the item can be moved without causing physical injury.
4. Containers that are not empty if the contents won't spill when moved and you can identify the product as one that is not hazardous. If you suspect that an item contains urine, do not move it.

LEAVE IT: *These items may be placed in the bag.*

1. Sharp, large, or heavy items that could cause physical injury if moved.
2. Any item in an unsafe location (within six feet of a traffic lane, on unstable ground, etc.) Report these items to the Kern County Public Works Department at 862-8827. You may leave a voice message.
3. Place a filled trash bag near any item you are not permitted to bag or move. This ensures that a Kern County Public Works crew member will see it and take the necessary steps to dispose of it.
4. Securely closed items containing hazardous substances. * Report this to the Kern County Public Works Department at 862-8827.
5. Any item that you cannot identify, and suspect may be hazardous.
6. Unclosed or leaking items containing hazardous substances.
7. Call the Kern County Sheriff's Office at (661) 391-7500 if you find the following kinds of items.
 - a. Items with hazardous material labels.
 - b. Items that could pose an immediate danger.
 - c. Items that could be crime-scene evidence.



Items of Concern

Item	Leave It	Leave it and Call Kern County Public Works*	Leave it and Call Sheriff** (661) 391-7500
Broken Glass	X		
Any item that you cannot identify, and suspect may be hazardous		X	
Spills of Liquid or Powdery Substances		X	
Fuels, Motor Oils, Transmission Fluids, Petroleum Products		X	
Antifreeze		X	
Batteries		X	
Flares		X	
Paints		X	
Aerosol Cans (Not Empty)		X	
Human Urine, Feces, Bloody Waste (Biohazard)		X	
Syringes, Labeled Medicines		X	
Unlabeled Medicines, Drug Paraphernalia			X
Animal Carcasses		X	
Bloody items that may be crime-scene evidence			X
Explosives, Possible Bombs (Capped Pipes, Wrapped Packages, etc)			X
Weapons and/or Unspent Ammunition			X
Items with Hazardous Materials Labels			X
Animals that may have been poached			X

* Report these items to the Kern County Public Works Department at 862-8827. You may leave a voice message.

** If you do not have access to a cell phone or call box, then someone other than your group's safety leader, must leave the site to make the call. Follow the advice and instruction of the Kern County Sheriff's Office for how to proceed. Keep a safe distance away from the item and do not disturb it in any way! Report the incident to Kern County Public Works at 862-8827, as well.





Recognition Panel (Sign) Guidelines

1. Recognition Panel Dimensions: Recognition panel dimensions are 22" L x 6" H.
2. Logos: Only logos that are the symbol or trademark commonly used by an organization or business are permitted.
3. Decorative Type: Decorative type styles are not permitted. Group names will be displayed in plain, sans-serif lettering such as Helvetica or Arial.
4. White Background Required: Recognition panels must have a reflective white background comprising at least 50% of the panel. (The area covered by the name and/or the logo cannot exceed 50% of the panel.) Panel design must allow for white margins on all four sides of the panel. A 1-inch margin is required on small sign and a 2-inch margin is required on large signs. Margin area is counted toward the 50% white background requirement but white lettering is not.
5. Use of Colors Other Than Black: Colors are permitted, however, the use of red, orange, or yellow (or any combination thereof) for logos and lettering shall not exceed 30% of the panel. Fluorescent, neon, reflective or 'dayglow' colors may not be used on lettering or logos.
6. Same-Named Entities: If necessary to identify a business or organization as different from another same-named business or organization, the panel may indicate the community's name. If there is more than one same-named business in a community, the street name where the business is located may be displayed on the panel instead of the community's name. If an organization can be uniquely identified by a number, such as a troop, club, or post number, then the addition of the community's name is not needed. Street names are not permitted on panels for organizations.
7. Political Entities: Panels may not reference an office held or an individual title. Appropriate recognition may include the elected officials name and/or recognition of their staffs or volunteers. Examples include "John Smith and Friends," "Staff of John Smith," etc.
8. Memorials: Only the words, "In Memory Of", plus a deceased person's name(s) are permitted.
9. Alcohol and Tobacco Products: Recognition of alcohol or tobacco products is not permitted under any circumstance, but recognition of tourist-related winery and brewery facilities is acceptable. In addition, recognition of enterprises that provide sexually explicit materials or services will not be permitted.
10. Web-Based Entities: Only entities that operate exclusively on the Internet and whose legal business or organizational name is the same as their Internet domain name are permitted to display their domain name on their recognition panels.
11. All items displayed on recognition panels shall be approved by the Kern County Public Works Department