



**CITY OF MORENO VALLEY
FINANCIAL & MANAGEMENT SERVICES DEPARTMENT
PURCHASING DIVISION**

**ADOPT-A-ROAD
VOLUNTEER PROGRAM
APPLICATION MANUAL**



TABLE OF CONTENTS

ADOPT-A-ROAD PROGRAM SUMMARY	3
PARTICIPANT RESPONSIBILITIES.....	4
CITY RESPONSIBILITIES	5
SAFETY GUIDELINES.....	6
ADOPTABLE ROAD SEGMENTS	7
LITTER ABATEMENT SEGMENT LOCATIONS MAP	8
ADOPT-A-ROAD PROGRAM APPLICATION.....	9
VOLUNTEER RECOGNITION PANEL ARTWORK.....	10
WAIVER, RELEASE, AND HOLD HARMLESS AGREEMENT - ADULT	11
WAIVER, RELEASE, AND HOLD HARMLESS AGREEMENT - MINOR.....	12



ADOPT-A-ROAD PROGRAM SUMMARY

What is Adopt-A-Road?

The Adopt-A-Road program allows community volunteers to assist in the beautification of neighborhoods throughout the City of Moreno Valley through litter removal along City roads. The Adopt-A-Road program maximizes our community's resources with a focus on litter abatement.

What roads can be adopted?

Predesignated segments of road within the City of Moreno Valley have been identified for adoption. In this packet, you will find a list and description of the City of Moreno Valley road segments which are eligible for adoption.

Who can Adopt-A-Road?

- Individuals
- Schools
- Church groups
- Service clubs
- Local businesses
- Youth groups
- Scouts

What can volunteers do?

- Remove litter from the public right-of-way along adopted road segments.
- All program participants and volunteers will be required to register as a City volunteer.
- Check out supplies, such as litter grabbers, gloves, safety vests, and trash bags, from the City for related Adopt-A-Road program clean ups.

What will the City do?

- Work with the volunteer groups and/or individuals to identify appropriate volunteer assignments.
- Loan out supplies, such as litter grabbers, gloves, safety vests, and trash bags to volunteer groups and/or individuals upon request for related Adopt-A-Road program clean-ups.

How do we get started?

- To Adopt-A-Road, please contact the City of Moreno Valley Financial & Management Services Department Purchasing Division at 951.413.3190.



PARTICIPANT RESPONSIBILITIES

1. Prior to the first clean-up, all participants must submit their volunteer name or group name artwork for the volunteer recognition panel. The panel will be installed on the Adopt-A-Road sign for the adopted segment of road.
2. All participants must complete a Volunteer Application.
3. All participants must sign a City Waiver and Release form.
4. Participate in a mandatory 15 minute safety orientation prior to the first clean-up. Supplies cannot be borrowed unless the safety orientation is completed by the volunteer leader or coordinator.
5. On approved date(s), clean trash and debris from the public right of way along the adopted segment(s) of road.
6. All minors must be supervised by an adult.
7. On approved dates, clean adopted segments of road on a quarterly basis, or at least four times per year.
8. Report any issues along the adopted segment of road (broken irrigation, graffiti, etc.) to Maintenance and Operations (951. 413.3160) during clean-up activities.



CITY RESPONSIBILITIES

1. Identify adoptable road segments throughout the City of Moreno Valley.
2. Review Adopt-A-Road volunteer applications.
3. Assign approved Adopt-A-Road volunteers to specified road segments.
4. Track road segments and assigned volunteers.
5. Forward sign placard with the volunteer name or group name for Department Head approval.
6. Once approved, manufacture the sign placard and install on the Adopt-A-Road sign for the adopted segment of road.
7. Evaluate requested clean-up dates to determine if there are potential conflicts with City events, construction activities, etc. prior to approving the clean-up event.
8. Document, monitor, and track clean-up event dates and locations for each program participant.
9. Conduct safety orientation and distribute clean-up materials.
10. Monitor and track reported cleanings by program participants for assigned road segment(s).
11. Ensure that minimum quarterly cleaning standards are being met. If minimum cleaning standards are not being met, remind volunteers of program requirements to maintain actively enrolled in the program.
12. Track and address any complaints associated with program participants or clean-up activities.
13. Monitor, track, distribute, and recover supplies borrowed from the City by volunteers to ensure maximum recovery. Report damaged supplies after clean-up events.
14. Monitor supplies and operating budget, order additional supplies as resources, demand, and budget permit.
15. After completion of the second clean-up, create a sign placard with the volunteer name or group name for Department Head approval.
16. Once approved, manufacture the sign placard and install on the Adopt-A-Road sign for the adopted segment of road.
17. Install and maintain Adopt-A-Road signs along adoptable road segments.
18. Remove sign placards for participants no longer participating in the program and make the associated segment of road available for adoption.



SAFETY GUIDELINES

1. Stay clear of all construction areas.
2. Work is to be completed during daylight hours.
3. Always provide adult supervision for your organization/group.
4. Place all bagged litter/trash at the designated locations to ensure pick-up. Notify Maintenance and Operations for pick-up (951.413.3160). Maintenance and Operations supplies trash bags.
5. Be aware of snakes, bees, wasps, ants and spiders.
6. Have a first-aid kit available on site in case of an emergency.
7. No work shall be performed during inclement weather. *Inclement weather shall mean the existence of rain, or abnormal climatic conditions (whether they be those of hail, snow, cold, high wind, sever dust storm, extreme high temperature or any combination thereof) by virtue of which it is either not reasonable or not safe for volunteers exposed thereto to continue working whilst the same prevail.*
8. Do not remove hazardous substances (e.g., car batteries, needles, or pesticide containers). Notify Maintenance and Operations (951.413.3160) if these substances are found.
9. Avoid contact with noxious weeds (poison oak, sumac). Report any weed growth to Maintenance and Operations (951.413.3160). Do not apply any weed killers.
10. If you are near a roadside, work facing on-coming traffic.
11. Cross roads only in cross walks.
12. Do not wear earphones while working.
13. Wear clothing that is appropriate for the task at hand and current weather conditions.
14. Wear gloves, safety vests, and closed toed shoes at all times.
15. Work in a buddy system at all times. Look out for each other. Have access to communications (phone, 2-way radio) at all times.

It's important to call the Maintenance and Operations Division immediately following a clean-up project and leave a message with the exact location of the trash bags so staff can arrange for timely pick-up and disposal. Thank you for helping us Keep Moreno Valley Beautiful.

For questions or supply requests, please call 951.413.3109.

For assistance on the weekends, please email smafterhours@moval.org.

In case of threat or emergency, call 911.



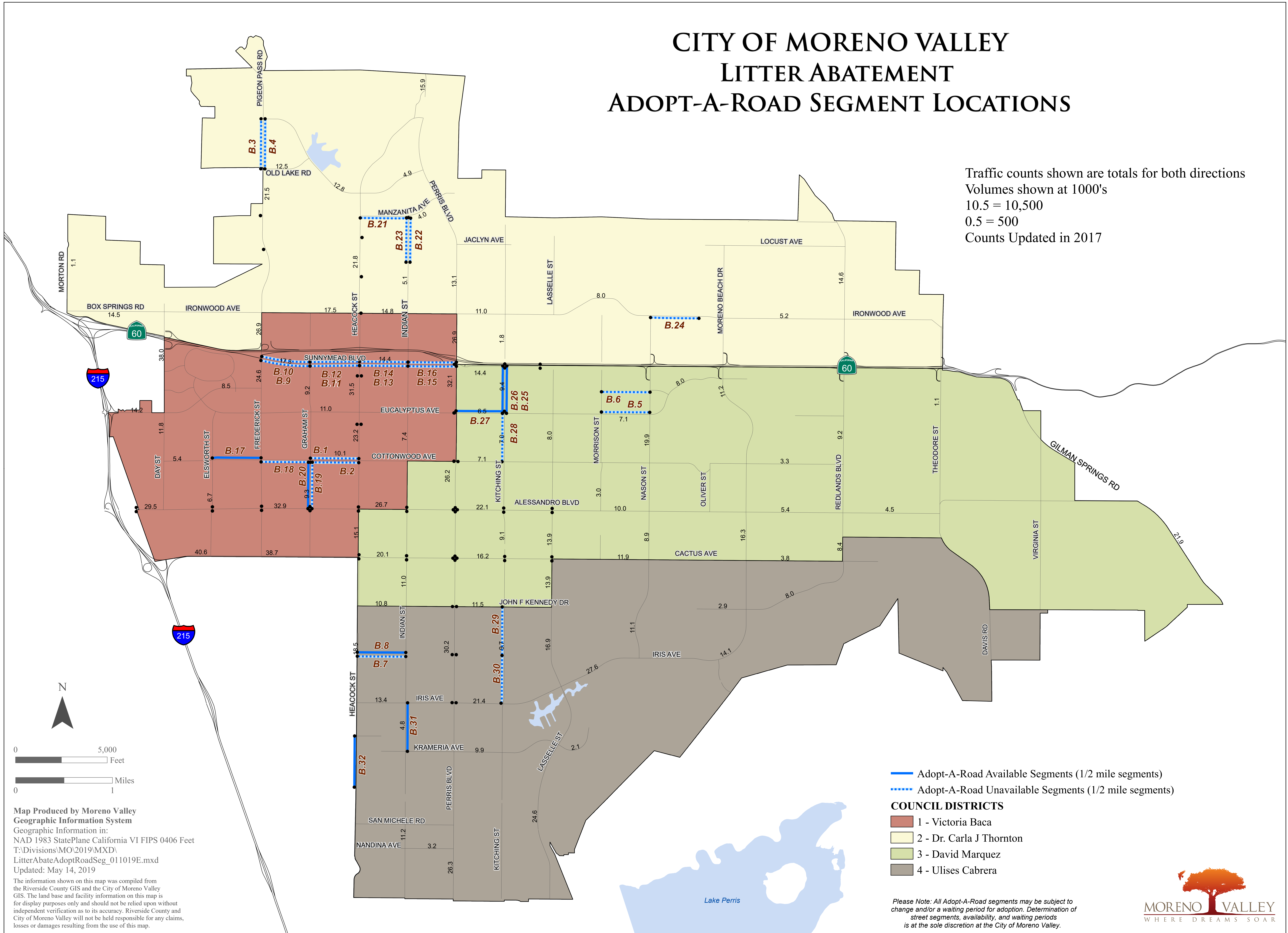
ADOPTABLE ROAD SEGMENTS

Site	Council District	Sign Type	Litter Removal Location	Litter Removal Group
B.8	4	Adopt-a-Road	1/2 mile segment on Westbound Gentian Avenue from Heacock Street to Indian Street	Available
B.17	1	Adopt-a-Road	1/2 mile segment on Westbound Cottonwood Avenue from Frederick Street to Elsworth Street.	Available
B.18	1	Adopt-a-Road	1/2 mile segment on Eastbound Cottonwood Avenue from Frederick Street to Graham Street	GRID Alternatives
B.19	1	Adopt-a-Road	1/2 mile segment on Northbound Graham Street from Alessandro Boulevard to Cottonwood Avenue	Available
B.20	1	Adopt-a-Road	1/2 mile segment on Southbound Graham Street from Cottonwood Avenue to Alessandro Boulevard	Available
B.21	2	Adopt-a-Road	1/2 mile segment on Eastbound Manzanita Avenue from Heacock Street to Indian Street	Moreno Valley Rotary Club
B.22	2	Adopt-a-Road	1/2 mile segment on Northbound Indian Street from Sundial Way to Manzanita Avenue	Shepherd of the Valley Church
B.23	2	Adopt-a-Road	1/2 mile segment on Southbound Indian Street from Manzanita Avenue to Sundial Way	Shepherd of the Valley Church
B.24	2	Adopt-a-Road	1/2 mile segment on Eastbound Ironwood Avenue from Nason Street to Oliver Street	The Mentor Network
B.25	3	Adopt-a-Road	1/2 mile segment on Northbound Kitching Street from Eucalyptus Avenue to Sunnymead Boulevard	Available
B.26	3	Adopt-a-Road	1/2 mile segment on Southbound Kitching Street from Sunnymead Boulevard to Eucalyptus Avenue	Available
B.27	3	Adopt-a-Road	1/2 mile segment on Westbound Eucalyptus Avenue from Kitching Street to Perris Boulevard	Available
B.28	3	Adopt-a-Road	1/2 mile segment on Southbound Kitching Street from Eucalyptus Avenue to Cottonwood Avenue	Get Plugged In - Community Now
B.29	4	Adopt-a-Road	1/2 mile segment on Southbound Kitching Street from John F. Kennedy Drive to Gentian Avenue	Environmental Club of Vista Del Lago HS
B.30	4	Adopt-a-Road	1/2 mile segment on Southbound Kitching from Gentian Ave. to Iris Avenue	Moreno Valley Rotary Club
B.31	4	Adopt-a-Road	1/2 mile segment on Northbound Indian Street from Krameria Street to Iris Avenue	Available
B.32	4	Adopt-a-Road	1/2 mile segment on Southbound Heacock from Krameria Ave Boulevard to APN 316100047.	Available

** NOTE: All Adopt-A-Road segments may be subject to change and/or a waiting period for adoption. Determination of street segments, availability, and waiting periods is at the sole discretion at the City of Moreno Valley.*

CITY OF MORENO VALLEY LITTER ABATEMENT ADOPT-A-ROAD SEGMENT LOCATIONS

Traffic counts shown are totals for both directions
 Volumes shown at 1000's
 10.5 = 10,500
 0.5 = 500
 Counts Updated in 2017



- Adopt-A-Road Available Segments (1/2 mile segments)
- ⋯ Adopt-A-Road Unavailable Segments (1/2 mile segments)

COUNCIL DISTRICTS

- 1 - Victoria Baca
- 2 - Dr. Carla J Thornton
- 3 - David Marquez
- 4 - Ulises Cabrera

Map Produced by Moreno Valley
 Geographic Information System
 Geographic Information in:
 NAD 1983 StatePlane California VI FIPS 0406 Feet
 T:\Divisions\MO\2019\MXD\
 LitterAbateAdoptRoadSeg_011019E.mxd
 Updated: May 14, 2019

The information shown on this map was compiled from the Riverside County GIS and the City of Moreno Valley GIS. The land base and facility information on this map is for display purposes only and should not be relied upon without independent verification as to its accuracy. Riverside County and City of Moreno Valley will not be held responsible for any claims, losses or damages resulting from the use of this map.

Please Note: All Adopt-A-Road segments may be subject to change and/or a waiting period for adoption. Determination of street segments, availability, and waiting periods is at the sole discretion at the City of Moreno Valley.





ADOPT-A-ROAD VOLUNTEER APPLICATION

NAME: <i>Last, First, MI</i>	
ADDRESS: <i>City, State, Zip</i>	
CONTACT NUMBER: <i>Home, Work, Cell</i>	
E-MAIL:	
IN CASE OF EMERGENCY: <i>Emergency Contact Name</i> <i>Emergency Contact Phone Number</i>	
ORGANIZATION NAME: <i>Service Club, Church, Etc.</i>	
I AM ADOPTING A ROAD AS AN: <i>Individual, Organization, Non-Profit</i>	
HOW DID YOU HEAR ABOUT THE ADOPT-A-ROAD PROGRAM?	

I CERTIFY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE.

Date

Signature of Applicant

Printed Name

Signature of Parent/Guardian (If under 18)

Printed Name

Please note, if you are under 18, an adult must supervise you and/or your group
for your Adopt-A-Road project.

For Office Use Only:

Road Segment referred to:	
Date:	
Date volunteer notified:	
() Phone () Mail () E-mail	
Comments:	



VOLUNTEER RECOGNITION PANEL ARTWORK

FILE SUBMISSION REQUIREMENTS:

All participants must submit completed artwork along with a volunteer application and waiver. An artwork proof example is attached below for guidance.

1. The volunteer recognition panel artwork must be submitted as a vector file (AI CS6 and below, high res PDF, EPS, Corel Draw 12, Flexi 7). Vector artwork saved as/exported as a PDF is an acceptable PDF format.
2. The artwork file should be submitted in actual size or proportionate to final size. The volunteer panel measures 30L x 7W
3. All fonts should be included or converted to curves/outline.
4. The file should be created or converted to CMYK mode. CMYK refers to the four inks used in the color printing: cyan, magenta, yellow, and key (black). If matching colors is crucial, include CMYK specifications.
5. Provide 1/8" extra all around bleed.
6. Any images or logos included in the artwork must be submitted in a separate vector file, in actual size and 300 dpi or higher.
7. Plain text is an option available if there is no existing logo/design in place.

Example:



Volunteer Name/Group Name: _____

Name to Display on Sign: _____

File Type: _____

Segment/Location: _____

For assistance with this form, please contact 951.413.3109.



WAIVER, RELEASE, AND HOLD HARMLESS AGREEMENT – ADULT

The undersigned hereby covenants and agrees to hold the City of Moreno Valley (“City”), the Moreno Valley Community Services District (“CSD”), the Moreno Valley Housing Authority (“HA”), and their officers, agents, and employees free and harmless from any and all loss, damages, liability, and expenses which may arise in whole or in part out of any and all Adopt-A- Road activities occurring from January 1, 2020 to December 31, 2020. The undersigned in their own behalf and in behalf of all heirs and assigns, does hereby waive, release, and forever discharge the City, CSD, HA, and their officers, agents, and employees from any and all claims or right to claim for damages for any personal injury, including death, or property damage which may have, or which may hereafter occur to the undersigned specifically identified herein, as a result of the activity listed above. This waiver and release is intended to discharge in advance the City, CSD, HA, and their officers, agents, and employees from and against any and all liability and damages, including death, which may arise out of the negligence or carelessness on the part of the City, CSD, HA, or their officers, agents, and employees. The undersigned hereby gives permission for the City of Moreno Valley to videotape and/or photograph the undersigned participating in these various Adopt-A-Road classes, events or programs. These videos and photographs are to be used to promote the programs to the community of Moreno Valley. The videos will be edited and televised on MVTV-3 and its related media entities at the discretion of the Media & Communications Division, and the photographs will be used in various print mediums. It is further understood and agreed that this waiver, release and assumptions of risk is to be binding on my heirs and assigns. The undersigned hereby certifies that the undersigned has the necessary legal authority to enter into this agreement on his/her own behalf.

Date

Signature of Applicant

Printed Name

Address

Telephone Number

Email Address (optional)



WAIVER, RELEASE, AND HOLD HARMLESS AGREEMENT - MINOR

The undersigned hereby covenants and agrees to hold the City of Moreno Valley (“City”), the Moreno Valley Community Services District (“CSD”), the Moreno Valley Housing Authority (“HA”), and their officers, agents, and employees free and harmless from any and all loss, damages, liability, and expenses which may arise in whole or in part out of any and all Adopt-A-Road activities occurring from January 1, 2020 to December 31, 2020. The undersigned in their own behalf and/or in behalf of all minor children specifically identified herein, and in behalf of all heirs and assigns, does hereby waive, release, and forever discharge the City, CSD, HA, and their officers, agents, and employees from any and all claims or right to claim for damages for any personal injury, including death, or property damage which may have, or which may hereafter occur to the undersigned and/or any minor child[ren] specifically identified herein, as a result of the transportation of the undersigned and/or any minor child[ren] specifically identified herein to and from the destination herein identified on the dates herein identified. This waiver and release is intended to discharge in advance the City, CSD, HA, and their officers, agents, and employees from and against any and all liability and damages, including death, which may arise out of the negligence or carelessness on the part of the City, CSD, HA, or their officers, agents, and employees. The undersigned hereby certifies that the undersigned is the parent and/or legal guardian of all minor children specifically identified herein and has the legal authority to give permission to all minor children specifically identified herein to travel to and from the destination herein identified on the dates herein identified. The undersigned hereby gives permission for the City of Moreno Valley to videotape and/or photograph the undersigned and/or any minor child[ren] specifically identified herein participating in these various Adopt-A-Road classes, events or programs. These videos and photographs are to be used to promote the programs to the community of Moreno Valley. The videos will be edited and televised on MVTv-3 and its related media entities at the discretion of the Media & Communications Division, and the photographs will be used in various print mediums. It is further understood and agreed that this waiver, release and assumptions of risk is to be binding on my heirs and assigns. The undersigned hereby further certifies that the undersigned has the necessary legal authority to enter into this agreement on his/her own behalf and on behalf of all minor children specifically identified herein.

Date

Signature of Parent/Legal Guardian

Address

Printed Name

Telephone Number

Email Address (optional)

Names of All Minor Children to Whom This Agreement Applies:
