



Montgomery County Department of Transportation

# ADOPT A ROAD PROGRAM GUIDELINES



Photos were provided by AAR volunteers.

The Montgomery County Department of Transportation (MCDOT) Adopt A Road (AAR) program helps in minimizing the accumulation of litter in the public right-of-way of county-owned roads. When left uncollected, litter and debris clogs storm drains or is washed into local streams and watersheds that feed into the Potomac and Patuxent Rivers and our water supply. Since MCDOT has no funded litter collection program, the Adopt A Road program is a valuable tool in helping to keep our roads and streams environmentally healthy as well as ensuring a high quality of life in Montgomery County.

Learn more at [montgomerycountymd.gov/adoptaroad](http://montgomerycountymd.gov/adoptaroad).



Montgomery County Department of Transportation  
Adopt A Road (AAR) Program  
101 Monroe Street, 10<sup>th</sup> Floor  
Rockville, Maryland 20850

Email: [mcdot.outreach@montgomerycountymd.gov](mailto:mcdot.outreach@montgomerycountymd.gov)

Phone: 240-777-7155 (press # to bypass greeting)

## MCDOT AAR PROGRAM

### Eligibility Requirements, Program and Safety Guidelines

1. AAR volunteers may adopt a road segment for an unlimited amount of time as long as they meet participation and reporting requirements. Roads within business districts or municipalities such as Rockville, Gaithersburg and Takoma Park Cities, or State-maintained roads (designated by a route number) are not eligible. When filling out the application be sure to include two road segments (should your first choice not be available). If you are interested in a specific road and it is not listed, the road could either already be adopted or not owned by the County. You can view a list of available roads at [montgomerycountymd.gov/adoptaroad](http://montgomerycountymd.gov/adoptaroad). AAR volunteers are required to clean both sides of their adopted road segment (including bus stops/shelters) as needed, but no fewer than six times a year (the equivalent to every other month). Road segments that fall under .59 miles require twelve cleanings a year (the equivalent to every month).  
**\*New:** Volunteers are required to take a photo of the collected trash/debris and attach it to their cleaning report.
2. AAR volunteers can adopt one road segment for the first six months of participation. A second road segment may be adopted after six months of active participation (by following the cleaning and reporting guidelines). Due to limited road inventory, only two road segments can be adopted at one time.
3. AAR volunteers are required to report their cleaning efforts to MCDOT. If cleanings are performed more often, the volunteer can combine the cleaning results into one monthly report, or if the road segment does not require a cleaning, a report should still be submitted stating this.  
**Cleaning reports are mandatory to remain active in the program.** Cleaning reports let MCDOT know program guidelines are being met and that the volunteer is still actively participating in the program. These reports also serve as a record of volunteer activities should a complaint arise on the condition of an adopted road segment. A cleaning report includes the volunteer's name, name of adopted road, date of cleaning, total number of bags collected and type or gallon of bags used (tall kitchen bag, lawn/leaf bag, small plastic grocery store bag or AAR-program provided orange or blue bag). AAR volunteers are to submit their cleaning report online at [montgomerycountymd.gov/aar-report](http://montgomerycountymd.gov/aar-report).
4. AAR volunteers are responsible for the disposal of trash collected. If four or more large/heavy bags of trash or debris (such as appliances or tires) are collected, the AAR volunteer can contact MC311 to request a one-time trash pickup. MC311 can be reached by dialing 311 (or 240-777-0311) or a request can be submitted online at [montgomerycountymd.gov/MC311](http://montgomerycountymd.gov/MC311). AAR volunteer that pick up recyclables are to empty what is collected into their own home or business recycling bin.  
AAR volunteers can report potholes, foliage overgrowth, animal carcasses, sidewalk damage, streetlight or traffic signal outages, or any other issue along their adopted road segment to MC311. Also, illegally posted signs on traffic signs, telephone poles or in the median are to be reported to MC311. Legal signs will display a permit number, usually on the back of the sign (do not confront the sign owner).
5. Upon request, MCDOT provides a limited amount of cleaning and safety equipment to assist with AAR volunteer efforts and include gloves, trash bags, safety reflective vests and traffic cones.
6. In recognition of the AAR volunteer's agreement of future cleaning and reporting efforts MCDOT will install one or two AAR signs with nameplates stating the volunteer's name. The requested name has a 15-character limit (this includes spaces) per line, two lines max. Slogans, slang, phone numbers, social media, website addresses, or any other information besides the name of the volunteer, is prohibited. \*Signs are not required to adopt a road.
7. AAR volunteers are to report fallen, missing or damage AAR signs to MCDOT's Sign Shop at [TrafficOps@montgomerycountymd.gov](mailto:TrafficOps@montgomerycountymd.gov).
8. Because MCDOT is not able to monitor volunteer work in person, students are not able to earn Montgomery County Public School's Student Service Learning (SSL) hours for cleaning a road.
9. The County reserves the right to reassign an adopted road segment or terminate participation for any reason, including failure to maintain cleanliness of the adopted road segment or failure to report cleanings within one year, or failure to comply with Montgomery County law.
10. Do not touch or try to remove materials that you suspect may be toxic or hazardous, such as batteries, powders, chemicals, smelly substances, suspicious packages, chemical drums or containers, weapons, syringes or needles and dead animal carcasses. Report hazardous materials to MC311.

## MCDOT AAR PROGRAM

### Eligibility Requirements, Program and Safety Guidelines

The Adopt A Road Program (“Program”) is open to individuals, nonprofit or civic organizations, businesses and governmental entities located within Montgomery County or that are active in Montgomery County. Individuals, organizations, and businesses that do not comply with Montgomery County’s laws, including the County’s nondiscrimination laws, are ineligible to participate in the AAR program.

By signing the application form, the officer, manager or director of any business or governmental entity attests that they have read and agree to the Program & Safety Guidelines and Eligibility Requirements. A Team Leader/Coordinator must be designated and provide his or her name, mailing address, phone number and email address to MCDOT.

Participation in the program confers no rights or privileges upon any person or entity. Montgomery County, in its sole discretion, may refuse to allow any person, organization, business or entity to participate in the Program. Use of the sign in printed publications, commercials, social or political literature of any kind is prohibited. Violation of this prohibition will be considered cause for termination of the AAR volunteer’s participation in the Program.

### INDEMNIFICATION

All participants hereby release Montgomery County and its agents and employees from any liability for damages or injuries resulting from their participation in the Program. The individual, organization, business or entity that adopts a road agrees to indemnify and hold Montgomery County harmless for any injuries, damages or claims arising from participation in the Program.

### NOTICE

The individual, organization, business or entity that joins the Program agrees to notify all his or her team participants of the following terms.

For safety, designate a Team Coordinator for your group. Coordinators must be at least 21 years old. Individuals younger than 16 years of age require adult supervision. Carpooling is encouraged to keep the number of vehicles to a minimum and be sure to park completely off the roadway.

Do not consume alcoholic beverages or drugs before or during your cleaning session and make sure to watch out for ticks, bees and snakes.

Clean-up activities should be performed off the roadway, during daylight hours and in good weather conditions. Avoid peak traffic times. Avoid overexertion and drink plenty of water. Members should face oncoming traffic and stay clear of the roadway at all times. Maintain a complete first aid kit and have it available at all times.

Clean-up attire should consist of light-colored clothing and long sleeves, heavy gloves, and sturdy soled footwear. A limited supply of safety vests, gloves, traffic cones, trash bags, and pick sticks are available from MCDOT upon request. Fill out the Program’s Equipment Distribution form and bring with you when picking up equipment.

Montgomery County’s Green Business Certification Program is designed to recognize businesses that have taken voluntary steps to protect, preserve and improve the environment. A certified green business demonstrates a commitment to environmental stewardship by conserving energy and water, reducing its carbon footprint, generating less waste and recycling more. If you are interested in becoming a Certified Green Business or would like more information, visit [mcgeenbiz.org](http://mcgeenbiz.org).

By submitting an AAR program application, the AAR volunteer has reviewed and agrees to the program guidelines, indemnification and notice.

### **APPLY NOW HERE!**

For questions contact MCDOT’s AAR Program by email at [mcdot.outreach@montgomerycountymd.gov](mailto:mcdot.outreach@montgomerycountymd.gov), call 240-777-7155 (press # to bypass greeting) or visit [montgomerycountymd.gov/adoptaroad](http://montgomerycountymd.gov/adoptaroad).

