



Adopt a Highway (AAH) Program Outline

PO Box 9850 Stn Prov Govt,
Victoria, BC V8W 9T5
Fax: 250-356-8767
Adopt.A.Highway@gov.bc.ca

1. The ministry will assist volunteers in securing an adoptable stretch of highway. Sections are generally a minimum of two kilometres long. Safety of volunteers is of primary concern in determining sites.
2. Businesses, informal groups of three or more, and formal organizations such as civic, social or school groups, may adopt sections of highways. To ensure safety, volunteer adoptions will be limited to activities that do not involve the operation of large equipment directly adjacent to the highway. Exceptions may be made if the organization has access to experienced operators for such activities.
3. Volunteers must be at least 12 years of age. The adopting organization must provide supervision by one or more adults (19 years of age or older) for every five persons under the age of 19 involved in an activity. One **crew chief** is required on site for every 15 participants. Working group size is to be a minimum of three persons.
4. Highway adoption may include any of the following activities: litter pick up, spotting and reporting of non-toxic invasive plants, hand pulling of non-toxic invasive plants (optional), landscape maintenance, landscape planting and beautification, and other work that may be appropriate for the site chosen.
5. Two years is the standard term for an adoption agreement. Agreements may be renewed, revised or terminated after the initial two year period. It is expected that volunteers schedule a litter pick up a minimum of four times per year or as described on the Volunteer Application Form.
6. Work is not permitted during a statutory holiday, during the afternoon on the day before a statutory holiday, or on holiday weekends. All work is to be done during daylight hours only (one hour after sunrise and one hour before sunset). Work that is directly adjacent to the road is not to be undertaken during inclement weather conditions, or when visibility is poor, e.g. heavy rain, fog, etc.
7. Volunteer groups and corporate sponsors must comply with the **AAH insurance specifications** and indemnity requirements for their specific groups. (Please review Volunteer Groups Insurance Specification Guidelines). Where an adopting organization contracts out any part of the work described in the AAH agreement, the organization will ensure that all contractors and their subcontractors, provide certificates of insurance that meet or exceed the established insurance specifications.
8. The ministry will monitor the AAH program and all individual agreements to determine if the program's overall objectives are being met. The ministry reserves the right to cancel a program in a given area or to terminate an agreement for any reasons, including but not limited to the following: inadequate performance, potential harm to the public image of the program non-compliance with the agreement conditions, conduct of the adoptee organization or individual or individuals involved in the adoptee organization, or revisions to or termination of the program.
9. The ministry also reserves the right to limit the number of adoptions for a single group or entity.



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10. In recognition of support for the AAH program, the ministry will install an AAH sign with the organizations name; signs are limited to two lines 9–10 characters.
*Please note that signs can take up to six months to be installed.
11. Once we have received confirmation of your adoption, we will provide you with the contact information for the Invasive Plant Council. They will connect your group with an Invasive Plant coordinator in your area who will be able to provide you with free Invasive Plant training. This training will occur on site or at a time when the volunteer group has already planned to meet. The regional weed coordinator will arrange a short presentation with your AAH group on how to identify local priority invasive plants, instruct volunteers on how to report new infestations, and will provide your group with handout materials.

Volunteer Groups are Responsible for:

- Identifying a group coordinator to serve as the liaison between the adopting organization and the ministry. The group coordinator will be the point of contact for all communications between the organization, the ministry, and the ministry's maintenance contractor. **Please see additional group coordinator responsibilities below.**
- Placing filled and tied garbage bags at the highway shoulder, unless otherwise arranged. Ensure invasive plant bags do not have rips or holes in them that would allow seeds to be spread. Double bag when necessary.
- Respecting the rights of private landowners by not passing or or intervening with their activities.
- Submitting items of value that are found on the highway right-of-way (eg. wallets, jewelry, etc.) to the group coordinator for subsequent reporting to the nearest police detachment.
- Organizing gathered materials by separating into categories of glass, plastic, metal, and "other" refuse. Profits from the sale of recyclable items shall belong to the adopting organization.
- Informing the maintenance contractor of any large, heavy, unyielding object by placing a filled trash bag beside the object. Harmful or toxic invasive plant species should not to be handled, but reported to the regional weed co-ordinator. Phone: 1-888-WEEDSBC (1-888-933-3722)

The Group Coordinator is Responsible for:

- Organizing the volunteer group and scheduling volunteer activities.
- Submitting signed volunteer waiver forms to the AAH program coordinator.
- Notifying the district office or maintenance contractor at least **five days** in advance of proposed volunteer work.
- Ensuring that anyone who participates in the AAH program has received all of the ministry supplied safety information and has watched the invasive plant video.
- Coordinating the placement of the required advance warning and roadwork signage with the maintenance contractor in advance of volunteer work.
- Picking up safety vests, bags for trash, bags for invasive plants and miscellaneous items such as traffic cones when required. Please note: All materials are to be picked up prior to and returned after each work session.