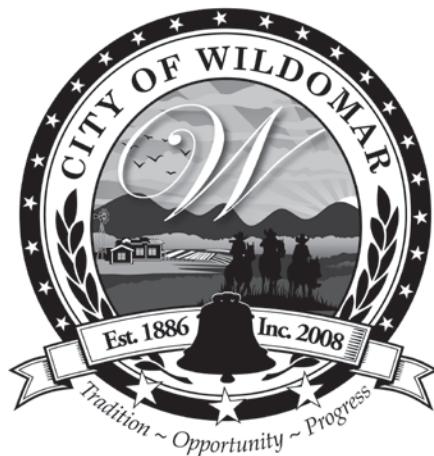


# ADOPT A TRAIL

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## Program and Participant Instruction Packet



# *City of Wildomar*

## Roadside Adopt-A-Trail Program

### Introduction

Many rural areas in the City of Wildomar have experienced growing demand for official trail designations. Development is restricting the use of areas that have traditionally functioned as Community Trails, even though these areas may have never been officially designated or dedicated for trail purposes. As new development occurs the General Plan Trails Element is being implemented which requires the dedication and improvement of trail easements and the establishment of funding mechanisms for trail maintenance. However, in established rural communities, where new development projects are less likely to occur, the City of Wildomar is encountering increasing demand to designate trails within public road rights of ways.

While both pedestrians and equestrians can legitimately use public road rights of way, most shoulder areas have not been prepared for trail utilization and there are no existing mechanisms for trail maintenance within the public road rights of way. The City of Wildomar has been approached by some community based service organizations that would be willing to provide trail maintenance. The City feels that there are areas where official designation and joint use may be appropriate, with community support. As such, it is proposed that the City of Wildomar establish an Adopt-A-Trail Program, as outlined herein.

Adopt-A-Trail Program promotes civic pride and responsibility and provides an opportunity for individuals, organizations, and businesses to take a more active role in their community. The program allows the use of public road rights of way, as appropriate, for trail usage and provides trail maintenance within road rights of way at no additional cost to the City. City of Wildomar resources are limited to initial start up shoulder preparation, program oversight and normal ongoing routine shoulder maintenance. The Adopt-A-Trail Program results in the official designation and signage of trails in rural and urban communities and enlists the support of local community interests to provide trail maintenance.

## **Background**

The County Regional Parks and Open Space District, faced with the same dilemma of trail demand versus funding availability, operates a similar Adopt-A Trail Program. In addition, the Transportation Department has had its own Adopt-A-Road Program for a number of years which is geared toward litter removal and clean up of the shoulder area of County Roads. We have borrowed several elements from both programs for inclusion of the City of Wildomar Adopt-A-Trail Program, including reporting, monitoring and safety elements.

## **Applicability**

The City of Wildomar Adopt-A-Trail Program shall apply only to locations where trails are designated on the officially adopted City of Wildomar General Plan Trails and Bikeway System. City staff shall determine the viability of a trail designation for any legible trail locations nominated for adoption. Factors to be considered in such review shall include: width of shoulder, obstructions such as utilities, street trees and encroachments, width of drainage/bridge structures, condition of the shoulder area (i.e. slopes, drainage, soil/rocks, etc.), traffic volumes, and safety factors. Upon determination that a trail qualifies for the Adopt-A-Trail Program, City staff will work with the Trail committee to identify the scope of maintenance to be performed.

## **Scope of Activities**

The City of Wildomar Adopt-A-Trail Program is intended to provide trail maintenance and litter removal for designated trails located within public road rights of way adjacent to City Maintained roadways. Participants in the program agree to remove litter, including horse droppings, at least four times per year and provide maintenance at least once per year for a four-year period on a particular trail segment. Specific requirements may vary depending upon the trail location. Maintenance will include, but is not limited to: cutting back vegetation, weed removal, filling small holes, disposal of horse droppings, removal of fallen trees, and trimming overhanging branches. City staff will determine the appropriate scope of maintenance in cooperation with the trail sponsor.

Upon issuance of an Adopt-A-Trail Permit, the City will perform an initial clean up, dress up the shoulder area to be designated for trail utilization and install appropriate trail markers, in coordination with the Trail Committee. At such time, the City's Public Works Department, staff will identify any specific maintenance concerns or issues.

## Permit Procedures

A no fee standard encroachment permit would be required by those interested in the program. It would be a four-year non-transferable permit allowing access to the public right of way. In addition, the permittee must execute a hold harmless agreement. The permittee will then perform trail maintenance with its own people, through a hired contractor, or may financially sponsor a work crew.

## Safety

The City will review the adopt-ability of each location to minimize risk. Areas will not be able to be adopted if any of the following are present:

Work area is unsafe without traffic control.

Roadside is so narrow that participants would be required to work within the Roadway.

Visibility is too restricted.

High speed traffic is too heavy or too close.

Terrain is too rugged or too steep.

Vegetation is too dense.

Site conditions are unsuitable for volunteer work crew.

Trail maintenance and litter pickup are allowed only in the unpaved shoulder area and are not allowed upon bridges, culverts, or structures of any kind. Work is limited to daylight hours and cannot be conducted on holiday weekends or within twenty-four hours before a holiday weekend.

In addition to the above, in the event that weather or other adverse circumstances arise that constitute a hazard to the workers, the work shall be immediately discontinued.

Finally, if the workers are minors, there must be one adult supervisor per five minors. No one under the age of 14 will be allowed to be a participant. Minors must have a permission slip waiving liability signed by their parent or legal guardian.

## **Program Guidelines and Orientation**

Prior to any work being conducted, it is the responsibility for the permit sponsor to discuss and review the City's safety rules as well as permit conditions with the volunteers.

Each participant shall attend a safety orientation, based on City-provided handouts, conducted by the permittee spokesperson prior to entering the right-of-way. The orientation shall consist of discussion and explanation of the safety requirements. Individuals must participate in a permittee sponsored safety orientation at least once during each calendar year that work is authorized.

## **City's Commitment**

The City will provide up to twenty (20) mesh vests and trash bags. Additional bags will be available from the trails coordinator.

The City will also provide a sign on each end of the travel way identifying the location as an Adopt-A-Trail facility and the group/organization/or individual responsible for the trail maintenance and litter pick up, thus providing community recognition for those groups which participate. The City will develop a handout for the Trail Committee which details safety rules and conduct a Trainer program to go over the program details. In addition, the City will provide permit conditions, tips for working outdoors, and pick up and disposal of trash bags after an area has been cleaned, provided the clean up frequency is no more than once a calendar quarter. The City would consider a frequency less than once a quarter on a case by case basis.

## **Permittee's Commitment**

The permittee is responsible for trail maintenance and litter pick up for (4) four years. The permittee is responsible to maintain at the very minimum a 1/4 mile stretch of City-maintained roadside. (See Adopt-A-Trail Map for selection of trails) In addition, the permittee is responsible for insuring its group's compliance with all safety and permit requirements as well as periodically reviewing said requirements with participants.

## **Liability/Exposure**

The permittee shall execute a hold harmless agreement. The agreement will indemnify and hold harmless the City from any and all claims, demands, actions, liabilities or loss.

## **Summary**

The Adopt-A-Trail program provides a valuable service to the community, while encouraging individuals and groups to be more involved in their local community.

The program augments the existing trail system and provides a mechanism for trail maintenance within public road rights of way. Thus such joint use can be accommodated, while allowing the City Public Works to concentrate its primary responsibilities of road safety and roadway maintenance. The program increases the level of shoulder maintenance and litter removal, improving the aesthetics of the City at a minimum cost and creates a partnership between the community and the City of Wildomar.

## **Getting Started**

If you are interested in participating in the program,

Please contact the City of Wildomar at (951) 677-7751.

We would be pleased to send you additional information and the necessary forms.

# *City of Wildomar*

*Adopt -A -Trail Program*

## APPENDIX A

### **GENERAL INFORMATION ADOPT-A-TRAIL PROGRAM:**

- Is fun, educational and worthwhile.
- Provides for community trails.
- Promotes civic responsibility.
- Saves taxpayer dollars.
- Lets you help cleanup and beautify City roads in an area mutually agreed to by your organization and City.
- Provides you, your organization or company prominent recognition.

### **OPPORTUNITIES FOR:**

Individuals ..... Organizations..... Businesses.

### **PARTICIPATE BY:**

- Performing trail maintenance and litter removal.
- Or financially sponsoring special programs.
- High school work programs.
- Traffic ticket work to pay program.
- (Inmate/probationer) litter crew.

### **IT'S YOUR CHOICE:**

- Do the work with your own people.
- Hire a contractor.
- Sponsor financially.

### **YOUR REWARDS:**

Satisfaction..... Public Recognition .....Civic Pride.

## YOUR COMMITMENT:

- Provide trail maintenance and litter removal for four years on a minimum of a 1/4 mile stretch of City-maintained roadside or Flood Control Access Roads.
- Follow all safety and permit requirements.

## OUR COMMITMENT:

- We loan you up to a maximum of 20 orange vests.
- We issue the permit at no charge.
- We pay for and install recognition sign(s).
- We provide trash bags. We will pick up trash bags provided the cleanup frequency is not more than once a quarter.
- We will provide advanced warning signs and other necessary traffic control devices.

## RECOGNITION SIGNS:

- ✓ Are placed at the beginning of your litter project in each direction of traffic.
- ✓ May vary in size according to the local situation.
- ✓ The decision to place signs, their size, and location are at the sole discretion of the City of Wildomar.
- ✓ Recognition on the sign is limited to your name and logo or insignia -no products may be identified.

# HOW TO GET STARTED

1. Select the location you want and then contact:
2. City of Wildomar Community Services Department at (951) 677-7751.
3. Discuss the Trail location and project with the City. If your area is available and safe for adoption, apply for a free permit. Allow about 2 months for sign placement. Notify City before each work event. Review and follow safety requirements. Perform the work satisfactorily.

## AREAS MAY NOT BE ADOPTABLE BY VOLUNTEERS IF:

1. They are already adopted.
2. Access to work areas are unsafe.
3. The work area is unsafe without traffic control.
4. The shoulders or roadside are so narrow that participants would be required to work within roadway.
5. Visibility is too restricted.
6. Construction or other work is underway or planned.
7. Traffic is too heavy or too close and fast moving.
8. Vehicle road runoff potential is too high.
9. Terrain is too rugged or too steep.
10. Brush or vegetation is too dense.
11. Site conditions are unsuitable for your group's age level or experience.

## PERMIT RENEWALS:

Renew your Adopt- A- Trail permit as many times as you want. You cannot transfer your permit to others.

## SAFETY:

The program depends on the common sense and responsibility of individual Participants. Participants must realize they are working in a potentially hazardous environment and diligently follow all safety requirements.

Selection of adoptable locations minimizes risk.

## YOUR PERMIT:

- Read, understand and conform to the provisions in your permit. Provide a copy of the safety requirements to each participant.
- Conduct an initial safety meeting and discussion before you begin your project and least once a year.
- Review safety requirements with your group each time before going out.
- Each work group must have a copy of the permit and safety requirements with them on the roadside.
- Participants hold the City harmless for death, injury or property damage.

## SAFETY GEAR AND CLOTHING:

1. Participants should understand the importance of and insure that sufficient drinking water is available.
2. Wear orange vests whenever you are out on the roadside-put them on ahead of time.
3. Wear long pants and sturdy shoes or boots.
4. Light-colored clothing, long-sleeve shirts and sunscreen are suggested.

## ACCESS AND PARKING:

- ✓ Vehicles used to transport workers; equipment or materials to work areas may be parked on the right-of-way if they are parked completely off the pavement, at least six feet from the traffic lane. Consolidate people to minimize vehicles.
- ✓ Never park on a bridge or any other structures.
- ✓ Do not park in grassy areas where your vehicles exhaust system could start a fire or in muddy areas where vehicles could become stuck.
- ✓ Do not use your emergency flashers when parked.
- ✓ If you are working some distance from your car, display your permit or a note indicating Adopt-A-Trail Crew at Work on your vehicles windshield for Highway Patrol identification.
- ✓ Improperly parked vehicles may be ticketed or towed by the Highway Patrol.
- ✓ When you leave a work site in your vehicle, use your signals and consider the speed of traffic. Wait for an adequate gap in traffic and pull onto the pavement carefully, once on the pavement, accelerate swiftly and smoothly.

## **WHEN ON FOOT:**

1. Exit and enter your vehicle on the side away from traffic whenever possible.
2. Walk and work facing oncoming traffic whenever possible -be alert and keep an eye on traffic.
3. Do not walk on the roadway, shoulders or bridges.
4. Never work in the median.
5. Use caution when crossing roads.

## **WORK HABITS:**

- Do not work on holiday weekends or 24 hours before holiday weekends.
- Do not work when it is raining or foggy or when the road is wet or icy. Discontinue your work at least one hour before sunset.
- Do not touch potentially hazardous materials such as powders, chemicals, weapons, sharp objects or dead animals.
- Avoid over-exertion and drink plenty of water.
- Do not consume alcoholic beverages or drugs before entering, or while on the right-of-way.

# *City of Wildomar*

*Adopt -A -Trail Program*

## APPENDIX B

### **PERMIT CONDITIONS**

Permittee is authorized to enter City right-of-way at least four (4) times per year for the purpose of trail maintenance and litter removal.

Permittee shall notify City five (5) working days prior to start of any work. Litter-bags and vests may be obtained by contacting City's representative.

Work may only be conducted between a half hour after sunrise and a half hour before sunset daily.

Work shall not be conducted on holiday weekends or within twenty-four (24) hours before a weekend unless specifically authorized.

Courtesy signs indicating organization's name will be furnished, installed and maintained by City for the term of this permit, in advance of the work area.

Litter pick up shall not be performed within six (6) feet of the traveled way, within center dividing medians, upon bridges, culverts, or structures of any kind.

Traffic control is prohibited by this permit except for shoulder closure, which may be authorized by City Representative.

Permittee's work shall be subordinate to operations, which City may conduct and shall not interfere with City work.

If weather or other adverse circumstances cause a public hazard, work shall be immediately discontinued.

Personnel performing work under this permit shall wear safety vests, while on City road Right-of-Way.

Work shall not be initiated prior to briefing on safety procedures by City Representative.

Permittee shall designate a spokesperson that shall represent the group. In addition, one (1) adult supervisor shall be assigned for each five (5) minors. No minor less than 14 years of age shall be allowed to participate.

Participant's personal vehicles shall be legally located off the traveled way so as not to interfere with the free flow of traffic or pedestrians and obey all parking regulations.

## APPENDIX B

# PERMIT CONDITIONS

### Continued

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Permit is valid for four (4) calendar years from date of issue and may be renewed upon receipt of an appropriate application.

It is understood and agreed by the permittee that the doing of any work under a permit shall constitute an acceptance of the provisions of the permit and all attachments. The Encroachment Permit or a copy thereof shall be kept at the site of the work and must be shown to any representative of the City or any law enforcement officer on demand. **WORK SHALL BE SUSPENDED IF PERMIT IS NOT AT JOB SITE AS PROVIDED.**

Each individual shall attend a safety orientation conducted by the permittee prior to entering the right-of-way. The orientation shall include a discussion and explanation of the safety requirements. Each attendee shall sign and date a safety requirements training verification sheet (See Appendix E).

Individuals must participate in a permittee sponsored safety orientation at least once during each calendar year when work is authorized. The City of Wildomar and its officers and employees shall not be liable for any death, injury or property damage claim which arises from any cause related to this program. If any claim arises out of the foregoing, the permittee shall defend, indemnify and hold harmless the City of Wildomar and its officers and employees from same. Permittee shall enter into a Hold Harmless Agreement.

The permit may be canceled by the City for the non-conformance with any permit conditions or failure to adhere to direction given by a City Representative.

# *City of Wildomar*

## *Adopt -A -Trail Program* APPENDIX C PERMIT APPLICATION

Tracking \_\_\_\_\_

Date: \_\_\_\_\_

### **Application for Encroachment Permit**

The undersigned hereby applies for a permit to excavate, construct and otherwise encroach on City of Wildomar Road right of Way or Flood Control Access road as follows:

Description of work and installation to be maintained. Attach and refer to map or other documents.

Name and trail number and specific location:

Applicant will state accurately, the location of work to be performed, giving Trail Number and street name:

In consideration of Granting of this Application, the applicant agrees to:

1. Indemnify, defend and save the city, its authorized agents officers, representatives and employees, harmless from and against any and all penalties, liabilities or loss resulting from claims or court action arising out of any accident, loss or damage to persons or property happening or occurring as approximate result of any work undertaken under the permit granted pursuant to this application. .
2. Remove or relocate an encroachment installed or maintained under this permit upon written notice from the City of Wildomar.
3. Notify the City at least 48 hours in advance of the time when work will be started and on completion of the work. Immediately notify the City of such completion in writing.
4. Comply with all City ordinances and amendments thereto, all terms and conditions of the permit and all applicable rules and regulations of the City of Wildomar and other public agencies having jurisdiction.
5. The permittee shall accept full responsibility for complying with Federal, State and City environmental laws.
6. Receiving any necessary environmental clearances and/or permits prior to commencing any work as authorized by this permit.

Name of Applicant: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*City of Wildomar*  
*Adopt -A -Trail Program*  
**APPENDIX D**

## **HOLD HARMLESS AGREEMENT**

This agreement is entered into as of this day of \_\_\_\_\_ 20\_\_ by and between the City of Wildomar, California (hereinafter City and \_\_\_\_\_ \_\_\_\_\_ (Hereinafter Permittee).

### **RECITALS**

**WHEREAS**, in order to promote civic responsibility and community pride, the of Wildomar has established a Adopt-A-Trail program to allow the use of public road rights of way for trail usage and provide for trail maintenance and litter removal along some City roads and Flood Control Access Roads.

**WHEREAS**, Permittee wishes to adopt a trail through the Adopt-A-Trail Program, which procedures include the execution of a hold harmless agreement;

**NOW, THEREFORE**, the parties agree as follows:

1. Permittee will comply with all conditions of the Wildomar Adopt-A-Trail Program Permit as set forth in Exhibit A, and incorporated herein by reference.
2. Permittee agrees to indemnify and hold harmless the City of Wildomar from any and all claims, demands, actions, liabilities or loss which may arise from or as the result of death, injury or damage to persons employed by, volunteering or acting on behalf of the Permittee. If any claim arises out of the foregoing, the Permittee shall defend, indemnify and hold harmless the City, its officers, agents, and employees from any and all demands, claims, liabilities or other expenses of any nature whatsoever arising directly or indirectly from the issuance of the Permit.

Permittee \_\_\_\_\_  
(Print)

Permittee \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

*City of Wildomar*  
ADOPT-A-TRAIL PROGRAM

APPENDIX E

## PERMISSION SLIP FOR MINORS

Minors participating in the Adopt-A-Trail Program must be at least 14 years of age. It is the permittee responsibility to provide at least one adult supervisor for every five minors. Minors must be closely supervised at all times while working in road right of way and must undergo the safety orientation as all other participants.

\_\_\_\_\_ (*Minor's Name*) has my permission to participate in the Adopt-A-Trail Program. I understand that it is my responsibility to provide adequate insurance coverage for my child. I further release City of Wildomar and its employees, representatives and agents from liability and agree to hold them harmless for any death or injury which may do to participation in the activities associated with the Adopt-A-Trail Program.

Parent or Legal Guardian: \_\_\_\_\_  
(*Print*)

Parent of Legal Guardian: \_\_\_\_\_  
(*Signature*)

Date: \_\_\_\_\_

### EMERGENCY INFORMATION

In case of an emergency contact: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

*City of Wildomar*  
*Adopt -A - Trail Program*  
**APPENDIX F**

# **TRAIL WORK REPORTING FORM**

WORK PROJECT \_\_\_\_\_ DATE: \_\_\_\_\_

CONTACTS: (*group leader*) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

TRAIL NAME/LOCATION: \_\_\_\_\_

*Instructions: Fill in date. Describe the work accomplished. Record the total number of people participating. Record the hours per day (including meetings with managing agency, safety briefing, travel time to and from the project, and hours worked). Multiply People by hours to get Total Hours. Add daily totals to Total Hours for multi day projects.*

## **Work Record:**

BRIEFING \_\_\_\_\_

SAFETY TALK \_\_\_\_\_

EQUIPMENT CHECK \_\_\_\_\_

FIRST AID KIT \_\_\_\_\_ WATER \_\_\_\_\_

# ***TRAIL MAINTENANCE SAFETY***

**Thank you for volunteering. For your safety and that of others, please follow these safety rules.**

1. Always wear safety vests.
2. Face oncoming traffic and keep an eye on traffic.
3. Insure that a first aid kit is available and appropriately stocked.
4. Maintain at least 8-10 feet between you and other workers, both when working and when walking along the trail.
5. Do not carry tools on your shoulder. Carry at your side, on the downhill side of the trail. If you stumble, drop the tool safely away from yourself. When using tooling, check around for clearance. Avoid swing tools overhead. Make sure tools are in good working order prior to the start of the project. Do not use tools that have defects in the handles, do not operate properly, or show signs of any potential safety problems. When using a tool, insure that you have a firm grip on the tool. Assume a balanced and comfortable stance. Always make sure that you have a good grip on your tool. Gloves that are wet or muddy can lead to slippage.
6. When tools are not in use, place them away from the roadway with handles pointed toward the trail.
7. When passing other workers on the trail, announce that you are coming through. Wait for them to acknowledge and stop work before you pass.
8. When cutting overhead bushes or moving rocks, make sure that they will not fall and hit someone or land in the adjacent roadway.
9. When lifting heavy objects, ask for assistance. Don't try to prove yourself.
10. Be aware of your surroundings in the work area. Identify areas that have poor footing, overhanging vegetation, loose rock, etc.
11. Insure that the work area is safe.
12. Advise others of any hazards encountered, such as loose footing, poison oaks, snakes, bees or ticks.
13. Always use appropriate safety gear. Eye protection is required when operating power equipment or when flying debris is present.
14. Take regular breaks to avoid overheating and exhaustion. Sit down, drink plenty of water, and find some shade. Stow tools safely away from the trail and roadside when not in use. Stop work at least one hour before sunset.

APPENDIX G

# **SAFETY REQUIREMENTS FOR PARTICIPANTS**

# *City of Wildomar*

*Adopt -A -Trail Program*

## **Safety Requirements for Participants**

This program depends upon the common sense and responsibility of participants. Participants must realize that they are working in a potentially hazardous environment and must diligently follow all safety requirements. While on the trails, remember:

### **SAFETY FIRST!!!**

Protect yourself and others:

**When working on roadside trails, face oncoming traffic as you work and keep an eye on traffic. Be prepared to move quickly, if necessary. Stay off of the roadway itself.**

- a. Cease work at least one hour before sunset.
- b. Do not attempt to remove materials that you suspect may be toxic or hazardous. Items to avoid include: powders, chemicals, smelly substances, suspicious packages, chemical drums or containers, weapons, syringes or hypodermic needles, and dead animals.
- c. Notify the City of Wildomar's Public Works Department coordinator or the Sheriff of the location weapons or suspected toxic substances.
- d. Do not attempt to compact trash bags. Injuries from broken or jagged objects may occur.
- e. Always wear City provided safety vests while on roadside trails.
- f. When working on roadside trails, do not run, throw objects or engage in horseplay or other activities that maybe a distraction to drivers.
- g. Wear long pants and heavy leather boots with ankle support. Light-colored clothing, long sleeve shirts, gloves, hats and sunscreen lotion are recommended.
- h. Avoid overexertion. Drink plenty of water, especially on warm humid days.
- i. Do not consume alcoholic beverages or drugs before entering, or while on the trail.
- j. Watch your footing and stay off of steep slopes, drainage's facilities or other places from which you might fall.
- k. Be alert for places where snakes may be found. Also be alert for stinging insects and poisonous plants, i.e. poison oak, etc.
- l. Always follow safety instructions on any power tools such as weed eaters, chainsaws, etc.

**m. Always be aware of your surroundings, particularly the location of other crew members when operating any tools or swinging hand tools such as axes, hoes and picks.**

**A First Aid kit must accompany all work crews. The first aid shall include the following items:**

Band aids

Gauze pads

Tape

Ammonia inhalant

Large wrap bandage

Scissors and Tweezers

Antiseptic cream or spray

Wire cutters or pliers

Flashlight with fresh batteries

Emergency thermal blanket

Always dispose of trash bags properly. Take out whatever you bring in.

I \_\_\_\_\_ have read and understand the foregoing safety  
(*Print Name*)

requirements and have attended a safety orientation this date. I hereby accept the responsibilities of this permit and agree to save harmless the City of Wildomar, its officers, agents and employees from any and all demands claims, liabilities or other expenses of any nature.

(Signature) \_\_\_\_\_

(Date) \_\_\_\_\_