

ADOPT-A-ROAD AGREEMENT—DESCRIPTION OF SERVICE

General Information

The following description of service applies to the above-referenced Group Volunteer Agreement. This Group Volunteer Agreement is entered into to the mutual benefit of the USDA Forest Service, Boulder Ranger District (hereafter the District) and Rising Sun 4 Wheel Drive Club of Colorado (hereafter the Group). The intent of this agreement is to streamline administrative processes associated with signing up volunteers by eliminating the need to enter into Individual Volunteer agreements with each person participating in service on behalf of the USDA Forest Service and the Group. Both the District and the Group are responsible for the success of this agreement.

Adopt-a-Roads include: Jenny Creek Trail; Kingston Peak (CCRD side)

Communication

- (1) The Group will notify the District of any planned work activities or events relating to the adopted roads at least two weeks prior to the date of the activity.
- (2) The District will notify the Group in writing, allowing time for comment, of any management decisions or environmental studies that may affect the road.
- (3) The Group will report to the District, by October 15th annually, the total number of volunteer hours applied to the adopted road.

Description of Volunteer Services and Group Requirements

This agreement only applies to work conducted as part of an approved USDA Forest Service project. **All project work must be approved by the Boulder Ranger District of the Arapaho and Roosevelt National Forests.**

- (1) **Description of Volunteer Activities.** For the purposes of this agreement, work performed will not be limited to the Adopt-A-Roads listed above but may include work on and along other National Forest System roads and routes as deemed appropriate by the Group and the Boulder Ranger District. As approved by the Boulder Ranger District, annual work activities related to this agreement shall include: annual inspection and clearing of deadfall from the roadway, debris and trash removal along routes, maintenance of water diversion structures, area restoration projects such as buck and rail fence construction, route signing, general cleanup and maintenance of campsites, campsite decommissioning and re-naturalization, and beginning/end of season opening and closure of gates.
- (2) **Health and Safety Requirements.** The Group agrees to ensure all volunteers are recruited and trained pursuant to this agreement will adhere to [USDA Forest Service Health and Safety Code Handbook \(FSH 6709.11\)](#) provisions. The Group also agrees to ensure that all volunteers understand the health and physical condition requirements of the service project for which they are being recruited and that the volunteers have an opportunity to disclose any medical conditions that may affect their ability to serve. If at any time either the Forest Service or the Group identifies a condition that may lead to a volunteer being a danger to themselves or others on a given project, an alternate service project will be identified and the volunteer will be redirected by either party, the Forest Service or the Group, or the volunteer may be sent home. Records of disclosed medical or physical conditions will be kept by the Group and made available to the USDA Forest Service upon request.
- (3) **Volunteer Recruitment and Record Keeping.** The USDA Forest Service recognizes the significant benefits to public lands and government interests derived from the empowerment of the Group to recruit, train, and accept the services of, volunteers who spontaneously join in service. Therefore this agreement does not limit the Group to members of their organization, or to the known roster of volunteers existing at the time of agreement signature. The Group is, however, required to keep up-to-date and accurate information of all volunteers contributing under this agreement, and to provide that information to USDA Forest Service managers immediately upon request. In

the unfortunate event of a volunteer injury, the Group will be required to provide written proof that the volunteer was indeed recruited, trained, and serving in accordance with the provisions of this agreement prior to USDA Forest Service provision of Volunteers in the National Forests Act benefits.

- (4) **Volunteer Sign-up Form (OF Form 301B).** To ensure all volunteers are accounted for, the Group is required to utilize OF Form 301B (**Attachment #2**) for each volunteer activity. All volunteers that participate with an organized group on a volunteer project on the Boulder Ranger District must be signed up on this form. By signing this form, the signatory agrees to the terms of the project as defined in this Volunteer Service Agreement. Forms (original or digital copy) shall be remitted to the Boulder Ranger District within two weeks of any group activity.
- (5) **Risk Assessment Worksheets (RAWs).** Safety is the volunteer’s first responsibility. Volunteers will follow all USDA Forest Service safety practices as outlined in the related risk assessment worksheet (**Attachment #3**) for safe working habits and tool handling, including the use of personal protective equipment—hard hats (when applicable), eye protection, gloves, long pants, and closed-toed boots—while performing Adopt-A-Road work. Volunteers may be responsible for providing their own leather work gloves, eye protection, and personal protective gear. Volunteers must perform duties in a safe, courteous, and prudent manner that represents a positive and professional image of the USDA Forest Service.
- (6) **Tailgate Safety Sessions.** Tailgate safety sessions shall be conducted by the Group with assistance from the USDA Forest Service. Tailgate safety form (**Attachment #4**) shall be completed by the Group before each volunteer activity begins. Records of tailgate safety sessions will be kept by the Group and made available to the USDA Forest Service upon request.
- (7) **Emergency Medical Response and Evacuation Plan.** The Group agrees to ensure all volunteers will adhere to and discuss the Emergency Medical Response and Evacuation Plan (EMREP) prior to any volunteer activities. (**Attachment #5**)
- (8) **Privately Owned Equipment and Vehicle Use.** Private, personal equipment may be used in support of this agreement. The USDA Forest Service does not assume liability or responsibility for any repair, maintenance, or operational wear and tear to privately owned equipment or vehicles in support of Adopt-A-Road projects.
- (9) **Check in/Check out.** The Group is responsible for their own check in/check out policy on all non-Forest Service led volunteer workdays.
- (10) **Workers’ Compensation and Tort Coverage.** In accordance with USDA Forest Service policy and the authorities contained within the Volunteers in the National Forests Act of 1972, individual volunteers contributing under this agreement will be considered federal employees for purposes (and only for purposes) of worker’s compensation and tort to the extent not covered by the Group. In the case of this agreement, the Group will provide the primary coverage for worker’s compensation and tort coverage.

USDA Forest Service, Boulder Ranger District

Rising Sun 4WD Club of Colorado

Signature

Signature

Print Name / Date

Print Name / Date