

ZONE OF BENEFIT VOLUNTEER WORK PROGRAM

In March of 1996, the El Dorado County Board of Supervisors approved a program permitting road zones to use volunteers to work in the easements. The purpose of the program is to provide the Advisory Committees with an option to reduce costs associated with maintenance of zone roads. The program requirements and guidelines are as follows:

PROGRAM REQUIREMENTS

- I. The Advisory Committee must submit the scope of work and the intent to proceed.
- II. The County must review and approve the project and any related expenditures before the work may start.
- III. All volunteers must be at least eighteen (18) years of age.
- IV. All volunteers must understand and sign the "Agreement and Release Regarding Voluntary Services" for each project.
- V. The County will keep all "Agreement and Release Regarding Voluntary Services" for three (3) years following completion of the work.
- VI. All roads must remain open and passable at all times during the work.
- VII. All work must be within the easements only.
- VIII. **NO ALCOHOL OR ILLEGAL DRUGS MAY BE PRESENT AT ANY TIME DURING THE COURSE OF THE WORK.** No one should be operating machinery while taking prescribed or over the counter medication that recommends they not operate machinery. Anyone suspected to be under the influence of an illegal or controlled substance is to be dismissed for their own safety and the safety of those around them.

Approved tasks:

- Cleaning debris from drainage ditches
- Filling of potholes
- Removing roadside chaparral and weeds
- Tree trimming along the roadside
- Minor snow removal
- Removal of garbage/trash from the road surface or from the side of the road
- Installation of Stop signs upon recommendation of the County

Prohibited tasks:

- Paving of the roads
- Other work not specifically approved that may involve work directly on the road surface
- Any tasks outside of the road easement

GUIDELINES

Assign one person to supervise the project. The supervisor's responsibilities shall include:

- I. Completing the "Project Information Sheet", documenting plans for the project
- II. Creating a safe work area for the volunteers and the members of the public (safety clothing, signage during or after work is completed, and/or traffic controls)
- III. Ensuring availability of materials and equipment on site and in good working condition during the duration of work
- IV. Monitoring the quality of the work performed
- V. Assigning and providing instruction as needed on the safe and proper use of materials and equipment, including the proper disposal of materials

COUNTY OF EL DORADO
DEPARTMENT OF TRANSPORTATION ZONE OF BENEFIT
PROJECT INFORMATION SHEET

(to be completed by the designated project supervisor)

Zone Name: _____

Project Supervisor: _____

Date(s) project is scheduled: _____

Project Location: _____

Description of work: _____

Safety considerations: _____

Materials (provide cost estimate):	Source:
Equipment:	Source:

Volunteers to be on site:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date approved by County: _____