
Independent and Adopt-a-Trail Volunteer Service Agreement Addendum CY2024 (per line 26, OF301a)

LOCATION: Trails, Roads, and Trailheads on the Prescott National Forest (If Adopt-a-Trail, list trail name, number, and general location in line 26, OF301a form)

SCHEDULE AND APPROVAL: Project work will be scheduled by the Individual Volunteer. For individual activities, volunteers will follow check in and check out procedures with Prescott National Forest Dispatch as outlined in the Adopt-A-Trail Tailgate Safety and Accomplishment Reporting form (See attached).

REPORT WORK ACCOMPLISHED Individual volunteers are responsible for tracking hours worked and briefly listing accomplishments for those hours. A new tailgate safety and accomplishment form should be filled out for **each volunteer day**. Independent volunteers must completely fill out and turn in tailgate forms after completing work on their adopted trails.

SAFETY AND TRAINING: Independent Volunteers will be trained in and adhere to all Forest Service (FS) safety and customer service procedures including Forest Service ethics and conduct, job hazard analysis (JHA), communications, volunteer roles and responsibilities, and the terms of this agreement. All work will be done in accordance with Forest Service safety standards. Tailgate safety forms and sign-in will be filled out **prior** to the start of work, as well as the review of any pertinent JHAs. Tool use or specialized equipment orientation will be conducted at the start of events/projects. Use of chainsaws is prohibited without FS training and authorization. Individual volunteers are required to have the following additional trainings: current 1st aid/CPR, Blood Borne Pathogen, and Hazardous Communications Training.

PROJECT WORK:

Trail maintenance and construction. Work may consist of trail brushing to Forest standards and tread maintenance which includes grubbing and digging to establish tread, out slope, and prevent erosion. Work will include, but not be limited to, hiking on uneven terrain, digging in dirt and rock, bending and stooping, using hand tools (e.g., Pulaski, shovel, pick mattock, McLeod, rock bar, lopper, pruning saw, etc.), moving soil and rock, working outdoors in a variety of weather conditions, and moderate to heavy lifting. Additional work may include working around mechanized trail equipment, installing signs, rehabilitating unauthorized or rerouted trails, and maintenance work associated with trailheads.

OTHER PROVISIONS:

Volunteers working under this agreement will be responsible for their own transportation to and from the work site. The Forest Service will not provide reimbursement for fuel or vehicle maintenance under this agreement. Volunteers may have the option to be a passenger in a Forest Service vehicle with a licensed U.S. Government motor vehicle operator for the purposes of volunteer work outlined by this agreement.

Volunteers will provide their own personal items (including clothing, medications, sun protection, rain gear, etc.) they may need for the workday. The Forest Service requires volunteers wear personal protective equipment (PPE) needed to comply with the USDA Health and Safety Code Handbook. PPE for general trails work includes long sleeves, long pants, eye protection, and sturdy boots. The FS will provide gloves, tools, and hard hats for Individual Volunteers upon request. All factors such as specific activity, project location, and weather must be considered in identifying required PPE. Individual Volunteers will work with FS supervisor to determine what supplies they will furnish and which ones the FS will provide for working independently.

Volunteers will always have a professional, courteous, and helpful attitude when dealing with all members of the public, fellow, volunteers, and Forest Service employees.

Any work done outside of this agreement will not be covered.

Responsibility and Conduct: The Forest Service expects all its representatives to adhere to civic-minded principles in their personal conduct and to exhibit a high degree of personal integrity. Acceptable conduct involves sincere respect for the rights and feelings of others and the assurance their personal conduct will not harm or be considered discriminatory to other volunteers, employees, members of the public, or the Forest Service—or cause an unfavorable reaction from the public.

While you are on duty you may not:

- Possess or use firearms
- Consume intoxicating beverages
- Possess or use any illegal drugs
- Use Government-owned or Government-leased vehicles, property, tools, equipment, or telephones for personal purposes
- Fight, use derogatory language, or participate in discrimination, sexual harassment, or violent or threatening behavior
- Have pets with you without special permission of the district ranger
- Violate any State game and fish regulation
- Violate any Federal, State, or local law
- Sell or distribute non-agency products or literature
- Disclose confidential information

Violation of any of the above prohibitions may constitute grounds for dismissal or other appropriate action.

Volunteer Rights

You, as a volunteer, have rights. These rights include:

- The right to be treated with respect
- The right to a workplace free of harassment
- The right to a workplace free of hostile conditions
- The right to a suitable assignment
- The right to training
- The right to qualified supervision
- The right to safe working conditions

Driving: For the purpose of this agreement, driving a federal vehicle is generally not part of the job. However, if the volunteer is required to drive a federal government vehicle in the performance of her service, a valid state driver license, good driving record, and completion of required driver training and issuance of a U.S. Government Motor Vehicle Operator's ID Card (OF 346) will need to be acquired.

FOREST SERVICE CONTACTS:

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