

TOLL ROAD POLICY

TOWN OF SEEKONK, MA

ADMINISTRATIVE POLICY #61

3-9-11 adopted by BOS

1.1 PURPOSES AND AUTHORITY

To provide, rules, requirements, and guidance for non-profit organizations to conduct voluntary Toll Roads in the Town of Seekonk. The Board of Selectmen shall be the enforcement agency for all rules and regulations pertaining to this policy.

1.2 DEFINITION AND INTENT

Toll Roads are defined as an event during which members of a non-profit group stand in public roadways to collect donations from passing vehicles and pedestrians. The intent of this policy is to establish the procedures for conducting Toll Roads in a safe manner within the Town of Seekonk.

1.3 APPLICABILITY

Non-profit organizations wishing to conduct a Toll Road, within the Town of Seekonk, shall apply for a permit 30 days prior to the date of the event.

1.4 PERMIT GRANTING AUTHORITY

The Board of Selectmen shall be the entity which grants the permit. Approval, and any applicable conditions, are at the discretion of the Board of Selectmen.

1.5 SPECIAL PERMIT SUBMITTAL REQUIREMENTS

Form available at Board of Selectmen Office/Town Administrator Office.

Permit shall include the following:

1. Name and address of the organization.
2. Date organization was established.
3. Name, address and contact numbers for the officer and contact person of the above organization.
4. Organization to provide a Certificate of Insurance for a minimum of One Million Dollars (\$1,000,000) limit of General Liability Insurance covering the event. Further, the Town of Seekonk must be named as an additional insured under the policy for the event applied as noted on the application.
5. Number of participants to take part in conducting the Toll Road.
6. Name, address and age of all participants who will participate in the Toll Road.
7. Locations, date(s), and beginning and ending times of solicitations.
8. A copy of a document evidencing non-profit status, issued by the state in which the non-profit group is organized.

1.6 **STANDARDS FOR TOLL ROAD SPECIAL PERMITS**

No special permit may be granted by the Board of Selectmen for a Toll Road unless the following conditions are satisfied:

1. Location Conditions:

Toll Roads are only to be conducted at controlled intersections (traffic light/stop sign) on Town roads during daylight hours. The Board of Selectmen may designate the limits of the area in which solicitation and related activities may occur.

2. Visibility Conditions:

Warning Signs alerting oncoming traffic of a voluntary Toll Road shall be located at least 150 feet prior to intersection and should be a legible text such as Arial or Times Roman and be at least 2 1/2" letters. The signs should read - CAUTION VOLUNTARY TOLL ROAD AHEAD. The sign should be Yellow or Orange with black lettering. All participants are required to wear ANSI II reflective clothing at all times.

3. Minors shall not be allowed to participate in the street at a Toll Road in the Town of Seekonk if under the age of 18.

4. Frequency:

The Board of Selectmen shall limit the number of occurrences an organization will be allowed to conduct a Toll Road to two (2) calendar days per calendar year.

1.7 **COMPLIANCE OF POLICY**

1. Violations

- a. Minors in the road
- b. Toll collectors outside designated areas
- c. Acts that endanger public safety
- d. Lack of Warning Signs or signs not in compliance with this policy
- e. Lack of reflective clothing
- f. Report of violations from safety officials

2. Penalties:

- a. First offense - Organization banned from conducting Toll Roads for 1 year.
- b. Second offense - Organization banned from conducting future Toll Roads.

3. Enforcement:

- a. The Seekonk Police Department shall observe the operation of Toll Roads and has the authority to terminate a Toll Road immediately if the standards or any conditions established by the Board of Selectmen are being violated.
- b. The Seekonk Police Department shall promptly notify the Board of Selectman in writing of the violation.
- c. The Board of Selectmen shall implement penalties as appropriate.

TOWN OF SEEKONK
BOARD OF SELECTMEN

APPLICATION FOR THE CONDUCT OF A "TOLL ROAD"

Name of Organization

Address

Date Organization Established

Chairperson/Person in Charge:

Name _____ Title _____

Address _____ Telephone # _____

Email _____

Date Requested _____ Alternate Date _____

Time Requested _____ to _____

Purpose _____

Number of Participants _____ *(Please attach a separate paper listing names, addresses and ages of all participants)*

Attached herewith is a certificate of insurance for the event which designates the Town of Seekonk as an additional named insured of event.

I have been provided with a copy of the "Toll Road Policy and Map" and am aware of the requirements associated with its provisions of conduct.

Signature of Chairperson/Person in Charge

Date

Application Approved by Board of Selectmen on _____

Clerk to Board of Selectmen

cc: Toll Road Approved Applications File
Police Department
Fire Department