

TOWN OF COTTAGE CITY

RESOLUTION: 2025-04

SESSION: Regular Town Meeting

DATED: April 9, 2025

A RESOLUTION APPROVING A POLICY TO AUTHORIZE THE TOWN MANAGER TO SCHEDULE THE USE OF THE TOWN SHUTTLE BUS / TOWN VAN WHEN A REQUEST IS MADE BY OUTSIDE INDIVIDUALS OR AGENCIES.

**WHEREAS**, from time to time individuals or agencies approach the Town Manager to use the Town Shuttle Bus / Town Shuttle Van; and

**WHEREAS**, in an effort to expedite the approval process, the Town Commissioners have decided to come up with a Town policy; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Commissioners for the Town of Cottage City, sitting in a special or regular town meeting this 9<sup>th</sup> day of April, 2025 hereby adopts this policy to authorize the Town Manager to schedule the use of the Town Shuttle Bus / Town Van when a request is made by outside individuals, entities or agencies with the following conditions:

1. The Cottage City Commission shall authorize the Town Manager to approve the use of the Town Shuttle Bus/Town Van when a request is made by an outside entity or agency; however, the bus or van will not be approved for use by an unsponsored or unaffiliated individual unless expressly approved in writing by the Cottage City Commission.
2. An affiliated or sponsored operator must provide written documentation showing that he or she is properly authorized to drive a passenger vehicle on behalf of another municipality, entity, non-profit association, firm or corporation.
3. The authorized Individual/Agency/Entity is required to sign a liability waiver protecting the Town from liability in case of accident or injury while using the Town Shuttle Bus / Town Van.
4. A valid Certificate of Insurance must be provided to the Town Manager before an operator drives the Town vehicle. The Town Manager will make sure that all insurance information is up to date.
5. All operators driving a local government-owned vehicle must have a valid driver's license to drive the Shuttle Van. A proper CDL License (Class D) must be presented, copied, and kept on file for use of the Town Shuttle Bus.
6. Every accident on a public road must be reported to the nearest law enforcement agency, and a proper Vehicle Accident Report must be completed in its entirety. All accidents must

be reported immediately to the employee's supervisor and the Town Manager. The employee must provide a copy of the completed Motor Vehicle Accident Report.

7. Each time a vehicle is used, the Town Manager shall request the operator to conduct and document a brief interior inspection of the vehicle as verified by a Town employee. Exterior inspections including photographs should verify the condition of the tires, air pressure of the tires, overall condition of the exterior and verify the proper operation of the vehicle's exterior lights. (This inspection does not substitute for required D.O.T. inspections.) The operator shall inspect and include on a form the following items: 1.) Properly inflated tires, 2.) Sufficient amount of fuel, 3.) Correct oil level, 4.) Sufficient amount of windshield washer fluid, 5.) Clean windows when snow/dirt removed, and 6.) Sufficient amounts of other fluids (transmission, antifreeze, etc.).
8. If applicable, an accident report shall include the following: (1) the person's address and occupation at the time of accident. (2) Date of the accident and time it occurred. (3) Location where the accident occurred includes the address; identify the intersection, a building, a location within a building, or even a specific piece of equipment. (4) Provide a detailed description of the accident. Identify the object associated with the occurrence (car, truck, ladder, piece of playground equipment, or a specific chemical). (5) State the manner in which the injured person made contact with the object or substance. (6) State any unsafe acts and unsafe conditions.

FURTHER RESOLVED that the Commissioner-Chair or her designee shall be authorized to sign this Resolution, and that this Resolution shall take effect immediately.

**INTRODUCED AND PASSED** by the Cottage City Commission at a Special or Regular Meeting on April 9, 2025.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

\_\_\_\_\_  
John Hoatson, Town Manager

By: \_\_\_\_\_  
Wanda Wheatley, Commissioner-Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 9<sup>th</sup> day April, with \_\_\_\_ Aye votes and \_\_\_\_ Nay votes, the aforesaid Resolution 2025- 04 passed.

\_\_\_\_\_  
John Hoatson, Town Manager