



The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
Phone: (301)-779-2161 Fax: (301) 779-3525

VOLUNTEER AGREEMENT BETWEEN JOSEPH MAYO, SHUTTLE DRIVER, AND THE TOWN OF COTTAGE CITY

WHEREAS, the Volunteer desires to provide volunteer services to the Town as a Shuttle Driver and other services, and the Town desires to utilize such volunteer services in furtherance of its public purposes; and

WHEREAS, the parties enter into this Agreement in consideration of the mutual promises, covenants, and benefits contained herein, including the Town's acceptance of the Volunteer's services and the Volunteer's opportunity to serve the community.

NOW THEREFORE this Volunteer Agreement ("Agreement") is made and entered into on February 27, 2026, by and between Joseph Mayo ("Volunteer") and the Town of Cottage City ("Town").

1. **Volunteer Status:** The Volunteer understands and agrees that he is serving in a voluntary capacity. No wages, benefits, or other compensation shall be provided for services rendered under this Agreement. This Agreement does not create an employer-employee relationship.
2. **Term of Agreement:** This Agreement shall begin on February 26, 2026, and shall remain in effect until terminated by either party.
3. **Duties and Responsibilities:** The Volunteer agrees to perform the following duties:
 - a. Serve as Shuttle Driver for the Town of Cottage City.
 - b. Operate the Town shuttle van on Mondays and Thursdays from 9:00 AM to 2:00 PM or other times approved by the Town Manager.
 - c. Assist with the Share Food Program on days set on each month.
 - d. Safely operate Town vehicles and follow all applicable traffic laws and Town policies.
 - e. **Additional Driving-Specific Duties:** The Volunteer shall:
 - i. Maintain at all times a valid Maryland Class C (or higher) driver's license and immediately notify the Town in writing of any suspension, revocation,

citation, or change in status. (A copy of the Volunteer's driver's license will be kept on file at the Town offices.)

- ii. Immediately report to the Town Manager or designee any accident, incident, citation, or damage involving the Town shuttle van, regardless of fault, and shall cooperate fully with any investigation or insurance claim.
 - iii. Operate the Town vehicle only for authorized Town purposes; personal use or transporting unauthorized passengers is strictly prohibited.
 - iv. Do Not operate any Town vehicle while under the influence of alcohol, illegal drugs, or any prescription or over-the-counter medication that may impair safe operation.
 - v. Keep the vehicle clean, report any mechanical issues promptly, and ensure seat belts are used by all passengers.
4. **Vehicle Keys and Security:** All keys to Town vehicles shall be stored in the Alice Shannon Administrative Office when not in use. The Volunteer agrees to follow all procedures for key control and vehicle security.
5. **Town-Issued Cell Phone:** The Town has issued the Volunteer a cell phone, which remains Town property. The phone must be used only in the Volunteer's capacity as Town Shuttle Driver. Personal calls, except for incidental, urgent and infrequent usage, are prohibited on this government-issued device. Any messages or email content involving Town operations or business received or placed on the cell phone shall be preserved as public records of the Town.
6. **Insurance and Indemnification:** The Town shall maintain automobile liability insurance covering the Volunteer while operating Town vehicles within the scope of duties under this Agreement. The Town agrees to defend, indemnify, and hold harmless the Volunteer from any and all claims, liabilities, damages, losses, or expenses (including reasonable attorneys' fees) arising out of or relating to the Volunteer's performance of duties as Shuttle Driver, provided such claims do not result from the Volunteer's gross negligence, willful misconduct, or operation of a Town vehicle while under the influence of alcohol or controlled substances.
7. **Confidentiality:** The Volunteer agrees to maintain strict confidentiality and shall not share, divulge, or disclose:
 - a. The provisions of this Agreement, except to the Volunteer's family, agents, representatives, advisors, or as required by law.
 - b. Any confidential information regarding the Town, its employees, agents, officers, contractors, or affiliated entities.
 - c. Any information considered a trade secret, trademark, service mark, trade name, patent, copyright, or other protected information.
 - d. This confidentiality obligation shall survive the termination of this Agreement.
8. **Compliance with Laws and Policies:** The Volunteer agrees to comply with all applicable federal, state, and local laws, as well as Town policies and procedures.

9. **Termination:** Either party may terminate this Agreement at any time, with or without cause, upon written notice.
10. **Acknowledgment:** By signing below, the Volunteer acknowledges that he has read, understood, and agrees to the terms of this Agreement, including the new driving duties, insurance, and indemnification provisions.

Volunteer:

Joseph Mayo

Signature: _____

Date: _____

Town of Cottage City Representative:

Name: _____

Title: _____

Signature: _____

Date: _____