

Maryland Park Service Volunteer Handbook



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Welcome

Greetings Valued Volunteer,

Please accept my warm welcome and appreciation for sharing your valuable time with the Maryland Park Service. Volunteers are a vital part of the Park Service team and I'm very thankful for your efforts.

I am proud to serve as the Director of the Maryland Park Service under the leadership of the Secretary of the Maryland Department of Natural Resources, Josh Kurtz. At the time of this writing the Park Service manages 90 units including parks, natural resources management areas, natural environment areas, battlefields, and rail trails. We manage over 150 historic sites, 2,201 camp sites, 140 cabins, and 134 picnic pavilions. All those resources amount to approximately 142,228 preserved acres, or about 7.75% of Maryland's protected lands.

The work you will do in our public lands is critical to our success. It is my hope that your time with us is both fulfilling and impactful. This handbook is composed by our wonderful Training Division but the work you will do will be in a specific park with that park's team of rangers, maintenance, administrative staff, and volunteers. If there is anything you need to be successful in your role, please reach out to the volunteer coordinator at your park who will work with our Statewide Volunteer Coordinator, Carly Brukiewa, to ensure that you are supported.

The mission of the Maryland Park Service is to manage the natural, cultural, historical and recreational resources to provide for wise stewardship and enjoyment by people. Our mission guides us and with your time, skills, knowledge, and enthusiasm we will continue to manage a park system that is second to none!

Thank you in advance for your time, attention and energy and for choosing the Maryland State Park Service to spend your precious volunteer time.

Peace, love, and pinecones,

Angela Crenshaw



Maryland Park Service Mission

The mission of the Maryland Park Service is to manage the natural, cultural, historical and recreational resources to provide for wise stewardship and enjoyment by people. The Maryland Park Service's (MPS) volunteer programs provide many ways for park visitors to be involved in supporting, and maintaining public lands for all to enjoy. This document aims to help provide guidance for the involvement of volunteers in Maryland state parks; volunteers should review this document carefully.

Volunteer Coordinator Contact Information

Each park's Volunteer Coordinator and their contact information can be found at

<https://dnr.maryland.gov/publiclands/Pages/MPS-Volunteers.aspx>

On a local level, many parks have "Friends Of" groups that are accessible from each facility's volunteer page or the website below.

<https://dnr.maryland.gov/Publiclands/Pages/friendsof.aspx>



Types of Volunteerism

A wide variety of volunteer opportunities exist within the MPS. To learn more about the different volunteer opportunities at a specific park, contact the park's Volunteer Coordinator.

Youth Volunteer Opportunities:

Worthwhile projects and programs are available to engage the next generation in park stewardship. Volunteers under age 18 must have consent and supervision from a parent or guardian. Opportunities are arranged at each park and to suit the volunteer and the park in terms of length, frequency, number of volunteers participating. Scout troops, Eagle Scouts, and Gold Award Girl Scouts can also contribute to their community by making a difference at their local Maryland State Park. Previous youth projects have included removing invasive plant species, rehabilitating brick walkways, planting trees, upgrading trails, and building bulletin boards. Prospective Eagle Scouts should contact the park at least one year before their 18th birthday, and Prospective Gold Award Girl Scouts should contact the park as soon as possible. Student Service-Learning (SSL) hours may be approved by the Volunteer Coordinator, but please check in advance to confirm eligibility.

Public Volunteer Events:

Parks may post public volunteer events (no pre-registration required) on a park-to-park basis. Please contact the appropriate Volunteer Coordinator to find out ways to get involved with the park's signature events.

Corporate Group/Community Organization Volunteer Opportunities:

Volunteer opportunities provide great team-building experiences for corporate groups and community organizations. Groups may assist with litter removal, trail maintenance, landscaping, painting projects, or other meaningful stewardship work.

Internships:

Internships are a great way to gain practical experience and skills, apply classroom learning, explore career opportunities, and establish connections to build a network of professional contacts. Internship opportunities may be paid or unpaid and are arranged by the Department of Natural Resources Human Resources Services (HRS) and are available based on MPS need. Find more information about internships on the DNR Internships website: <https://dnr.maryland.gov/Pages/internships.aspx#intern-apply>

Individuals and Families:

Individuals and families may enroll in volunteer opportunities offered at parks across the state. Current opportunities are listed at: <https://marylandmps.galaxydigital.com/>

Volunteer Naturalist/Interpreter/Historical Interpreter:

Becoming a Volunteer Naturalist, Volunteer Interpreter, or Volunteer Historical Interpreter is an opportunity to share knowledge, experience, and insight about a specific area or park in either formal or informal programming and outreach.

This can be:

- Natural, covering subjects like: plants, wildlife, weather, and the Scales & Tales program
- Historical, including: Museum curation, fossils, local events, native peoples, and historical reenactments/weaponry demonstrations
- Recreational supporting programs like: Healthy Parks Healthy People, water recreation, and crafts

Volunteer Ranger, Volunteer Mounted Patrol, or Volunteer Bike Patrol:

The Volunteer Ranger (VR), Volunteer Mounted Patrol (VMP), and Volunteer Bike Patrol (VBP) programs are designed for volunteers ages 18 and older who want to assist the Department's regular work force in state parks with operations, programs, and public service. Volunteers are trained and provided with uniforms for their jobs once they have completed 40 hours of volunteer service at a state park. Volunteers with their own horses or bicycles who can complete the appropriate training and assessments are eligible to become members of the VMP or VBP with park approval.

Camp Hosts:

Camp Hosts work a stipulated number of hours a week in return for a free campsite and available utilities during their hosting period. The work is generally campground related and includes welcoming new campers, answering questions, keeping the campground and bathhouses in good condition, and sometimes assisting with general park operations or the operation of camp store facilities. Generally, the Camp Host is required to be on site during peak periods, including weekends (Friday-Sunday) and holidays. Camp Hosts are asked to make a commitment for the duration of their stay



Volunteer Requirements

All Volunteers

- Must be at least 18 years old to volunteer without adult supervision
- Must register and record volunteer hours using the MPS Volunteer website <https://marylandmps.galaxydigital.com/>
- Must follow all applicable State/DNR/MPS/park-specific policies, including nondiscrimination policy
- Must be able to perform required duties with minimal staff supervision
- Must complete and pass all required training as determined by individual parks

VR/VMP/VBP

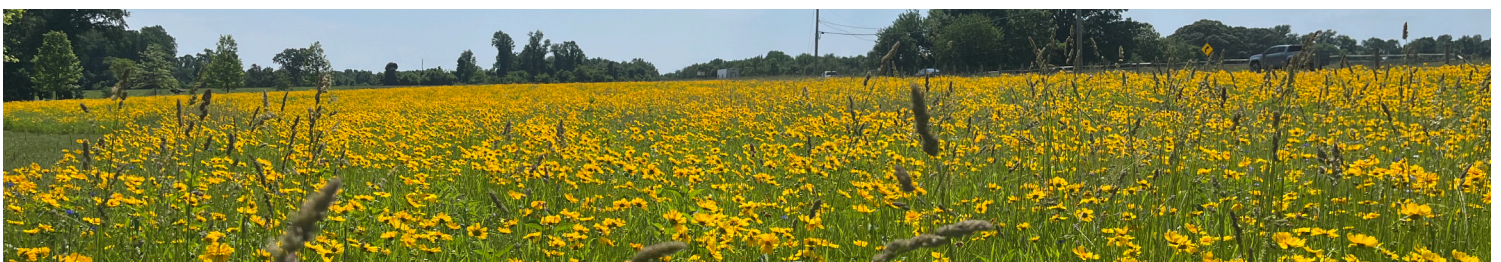
- Must be at least 18 years old
- Must complete 40 hours of volunteer time in a specific park before receiving title/uniform
- Must have a criminal background check completed
- Driving record will be checked when applicable
- Should be able to volunteer on weekends and holidays
- Must be able to perform required duties
- Must be able to pass assessments and evaluations as needed (e.g. horse assessment for VMP)
- Must complete any required trainings from year to year

Volunteer Naturalist/Interpreter

- Must have a criminal background check completed
- Driving record will be checked when applicable
- Should be able to volunteer on weekends and holidays
- Must be able to perform required duties
- Must complete any required trainings

Camp Host

- Minimum age: 18
- Must have a criminal background check completed
- Driving record will be checked when applicable
- Must be able to perform required duties
- Should be able to volunteer on weekends and holidays



Park Policies and Procedures

There are a number of critical statewide park policies and procedures that address issues such as pets, firewood, drones, metal detecting, hunting, photography, and electric bicycles. These policies and procedures are posted and periodically updated at: <https://dnr.maryland.gov/publiclands/Pages/Statewide-Maryland-Park-Policies.aspx>

Nondiscrimination Policy

Pursuant to State Government Article, §20-304, Annotated Code of Maryland, it is unlawful for an owner or operator of a place of public accommodation or an agent/employee of the owner or operator to refuse, withhold from, or deny to anyone the accommodations, advantages, facilities and privileges of a place of public accommodation because of race, sex, age, color, creed, national origin, marital status, sexual orientation, gender identity, or disability.

Public Conduct

Volunteers must exercise caution in their public presence, as it is associated with the MPS.

- Volunteers should not disclose any confidential/privileged information that is made available to them through their work with the MPS to any outside sources, including through social media posts.
- Volunteers should direct any inquiries from media personnel to a full-time staff member of the MPS so that they may be directed appropriately. Volunteers should not answer media requests or comments without prior approval from the DNR Office of Communications (OCM).
- If volunteers have concerns about park management, policies, or regulations, they should discuss them with the volunteer coordinator at their park and not the public or the media.
- If volunteers post to social media and identify themselves as an MPS volunteer, they should be clear that they do not speak for the MPS. Volunteers should follow the DNR social media policy: <https://www.dropbox.com/scl/fi/lh4klr40yj9f2jx3c3fhc/SOCIAL-MEDIA-POLICY.pdf?rlkey=3qtqu7rwtg3gc8ay00ng2wnub&st=2bydfko&dl=0>

Professionalism

Volunteers, when serving in the parks, especially when wearing uniform pieces that identify themselves as volunteers, are representatives of the Maryland Park Service. As such volunteers are expected to maintain their professionalism while representing the park or the Maryland Park Service.

Outlined below are some general guidelines for being professional while volunteering. This is not an exhaustive list. If you encounter a situation that you are unsure how to handle, please consult your park's volunteer coordinator before taking action.

- Volunteers must treat each other and anyone they interact with while volunteering fairly, without regard to race, color, religion, ancestry, national origin, sex, age, marital status, sexual orientation, gender identity, disability, or genetic information.
- Volunteers work as part of the larger MPS team, alongside other volunteers and MPS employees. Volunteers are intended to assist MPS staff in the completion of their duties.
- Volunteers should use professional language when serving in the parks and be mindful about discussing any topics that may make park visitors, other volunteers, or park personnel uncomfortable. Do not use vulgar or inappropriate language. Do not discuss political, religious, or personal beliefs.
- When interacting with park visitors, volunteers must maintain high quality customer service, ensuring they are polite and respectful when explaining rules or answering questions.
- Volunteers should serve as model park users and adhere to all MPS rules and policies.
- Volunteers may be asked to educate visitors on park rules. Volunteers should remain courteous when explaining why rules exist. If a visitor continues to violate park rules, volunteers should remove themselves from the situation and call a ranger. Volunteers do not have any law enforcement authority and should not take law enforcement action.
- Volunteers should arrive on time for their assigned activities and notify their park contact as soon as possible if they will be unable to do so.
- Volunteers must never report for their duties under the influence of any intoxicants or illegal drugs, or consume any intoxicants or illegal drugs while performing their duties. Volunteers should follow the MPS policy on alcohol: <https://dnr.maryland.gov/publiclands/Pages/Statewide-Maryland-Park-Policies.aspx>.
- Volunteers may be permitted to drive state vehicles if their host park deems it necessary. If so, volunteers must complete the Drivers of State Vehicles training and sign the associated form. Volunteers must have a driver record check completed to ensure their eligibility to drive state vehicles. The privilege of driving state vehicles may be revoked at any time.
- Volunteers should avoid any situation that could be viewed as a conflict of interest, examples include but are not limited to accepting gifts or favors, or using state resources for personal gain.
- All volunteers are expected to accurately report their hours of service through the proper designated channels. This involves following the directions of the volunteer coordinator at their park and logging hours to the MPS volunteer database: <https://marylandmps.galaxydigital.com/>
- Volunteers who have been trained must be able to perform their assigned duties with minimal supervision.
- Volunteers may be subject to a background check, depending on the services that they perform, and if they are participating in a specialized type of volunteering that requires it.

Training

The training required of MPS volunteers may vary depending on the tasks they are assigned and the park's specific requirements. Training may be hosted on a statewide level or at-the-park level, and some training may need to be maintained through recertification. Volunteer Coordinators in each park will advise volunteers of any required training.

- Volunteers should receive training appropriate for the task they are being asked to perform before or shortly after beginning their service.
- Volunteers should not perform tasks for which they have not received training or authorization.
- If asked to perform a task for which they do not feel adequately trained, volunteers should notify their park contact immediately.
- All volunteers must successfully complete any training required by the park in which they are volunteering.

Some specialty volunteer programs with the MPS have additional specific training requirements. Some of these programs and their requirements are:

- Scales & Tales - the volunteer opportunities at each park may vary so training may likewise vary and will be conducted at the discretion of each park. Common trainings may include:
 - Daily care of the animals on site as well as cleaning and maintenance of enclosures, this makes up a large portion of the work
 - Proper feeding and diet of each animal at their park site
 - Education and outreach with ambassador animals, this is species specific and requires additional training

Volunteer Ranger/Volunteer Mounted Patrol/ Volunteer Bike Patrol

- Must complete 40 hours of volunteer time in a specific park including training before receiving title/uniform
- Attend annual volunteer training
- Must maintain a First Aid/CPR Certification
- Bloodborne Pathogen Training
- Must be able to pass assessments and evaluations as needed (e.g. horse assessment for VMP)

As representatives of the State of Maryland, some of the training volunteers may be required to attend are the ones listed below, depending on their assigned duties. These sessions are available in a self-paced format.

- Bloodborne Pathogen Policy and Procedures
- Driver of Maryland State Vehicles (if applicable to work being performed)
- Fire Extinguisher Safety
- Global Harmonization System (GHS)

Uniform Policy

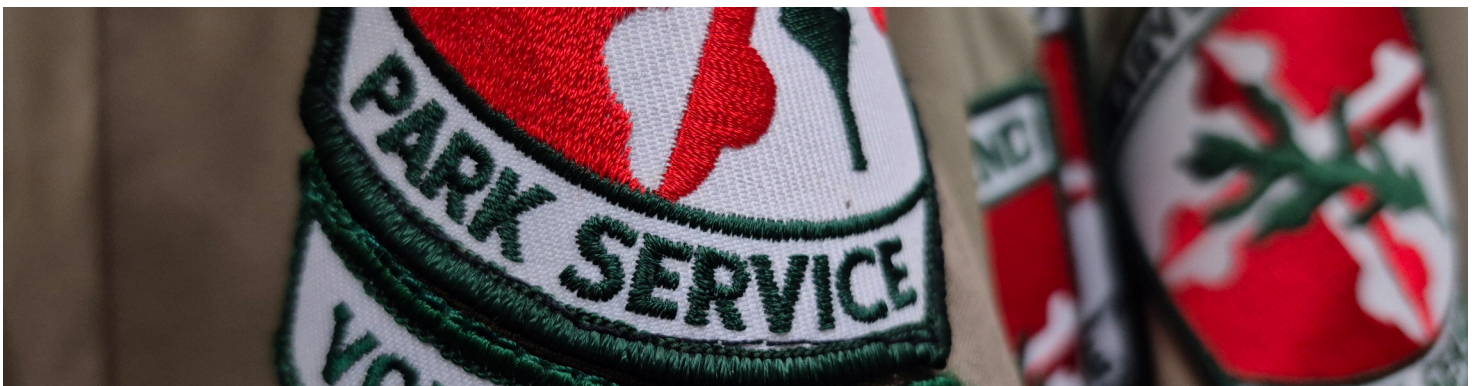
Uniforms or volunteer attire should be professional, well-kept, and appropriate for the work. Volunteers should review and conform to the Maryland Park Service Uniform Policy 21-09: <https://dnr.maryland.gov/publiclands/Documents/MPS-Uniform-Policy.pdf>.

Volunteers will receive instructions from the park where they serve on what attire is appropriate for their tasks. Volunteers serving in specialized positions (e.g., Volunteer Rangers, Camp Hosts, Scales & Tales) should follow any additional guidelines provided by the parks or referenced in program resource guides.

Uniform pieces provided to volunteers are to be worn only when performing service hours, and commute time to and from the park site.

Reporting Hours

Volunteers should track hours individually in the online volunteer database: <https://marylandmps.galaxydigital.com/>. Volunteer Coordinators will report the total number of volunteer hours annually to the designated Maryland Park Service Headquarters representative.



Awards and Recognition

Volunteers are important assets to park operations in all capacities. Individuals who meet or exceed 100 hours of volunteer service in the previous calendar year earn a Volunteer Appreciation pass. This pass is valid for one year from the date of issuance. The park Volunteer Coordinator will distribute these passes.

Awards in the Maryland Park Service Awards Program Policy are available to volunteers (Letters of Commendation, Valor Awards, Honorary Ranger, and the Director's Commendation).

Statewide volunteer appreciation events may be planned during the year. These may include picnics, camping, and other volunteer activities. Recognition opportunities, assignments, and incentives may vary by the park and the program.

Evaluations

The MPS does not guarantee volunteer placement in parks, though every effort will be made to match volunteer applications to an opportunity appropriate to their interests and abilities, as well as the mission of the park service.

Volunteers are not employed by the State therefore their volunteer service can be discontinued at any time and for any reason as necessary. When a problem first appears, the Volunteer Coordinator or supervisor on duty should attempt to work with the volunteer to find a solution. If problem-solving measures do not improve the situation and/or the volunteer cannot be reassigned to another project or task without the problem recurring, the volunteer should be notified that their services will no longer be required. Volunteers may terminate the volunteer activity at any time and for any reason. Volunteers may be terminated at any time for any reason based on the park individual needs and resources. In either instance, the Volunteer Coordinator should document the termination in the volunteer database. If termination results from conduct or performance issues, a letter detailing the situation should be kept on file at the park. If the park deems it necessary, they may also forward the information to the Statewide Volunteer Coordinator.

For the success of MPS volunteers, evaluations of performance for long-term and/or specialty volunteers will be distributed, based on the park and volunteer's schedule. Evaluations will be administered by each park's volunteer coordinator or another designated staff member when appropriate.

If, during the course of volunteer activities, it is found that any volunteer is either unable or unwilling to perform duties in an acceptable manner, it may become necessary to dismiss them from the program. Some examples of improper work-related performance that can result in immediate dismissal of the volunteer include:

- Theft of property or funds
- Negligent operation of equipment or vehicles
- Alcohol or illegal drug use before or on the job
- Sexual harassment
- Serious traffic violations
- Serious criminal violations



Safety

Safety is an agency priority, and should also be the number one priority for volunteers. Volunteers should always be attentive to their work surroundings. Remain alert and awake on the job.

When performing work within a Maryland State Park, volunteers must:

- Identify any hazards associated with the work and determine how best to avoid them.
- Follow correct procedures for the job. Obey all safety signs, labels, and other warnings.
- Follow MPS safety procedures and ensure they always wear appropriate clothing and Personal Protective Equipment (PPE) for the task they are performing.
- Use the correct tools and equipment for the job. Use them in a correct and safe manner, and with adequate instructional training prior to use.
- Address any questions regarding hazards, procedures, PPE, etc. to the Volunteer Coordinator or the appropriate employee overseeing the work.
- If involved in an accident of any kind while performing service with the MPS, notify their park's volunteer coordinator, their contact person at the park, and/or the Duty Ranger as soon as possible.

Furthermore, volunteers must NEVER:

- Operate machinery or tools for which they are not trained, or operate tools or machinery improperly or above their level of training for any reason, including bypassing, removing, or modifying safety features on tools or equipment.
- Perform any unsafe practices regardless of the reason (e.g. running out of time, lack of correct tools or equipment, told to do so, etc.).
- Take shortcuts that increase risk to themselves or others.

Volunteers are not authorized to carry, display, or use any firearm while on duty. An exception to this rule may apply during Historic Weapons Demonstrations, in which case the volunteer must follow the MPS Standards For Historic Weapons Use: <https://dnr.maryland.gov/publiclands/documents/historicweaponsstandards.pdf> and have a trained MPS team member on site.



Protection

All volunteers registered with the Maryland Park Service are unpaid persons providing services to and for the State of Maryland, therefore they are defined as "state personnel" under Md. Code Ann., State Govt. § 12-101(a) (3) for purposes of the Maryland Tort Claims Act.

A volunteer worker for a unit of State government is a covered employee under the Maryland Workers' Compensation Act. Md. Code Ann., Lab. & Empl. § 9-231.1. For purposes of the Workers' Compensation Act, the State is deemed the employer of the voluntary worker. The Act limits the benefits provided to a volunteer worker to medical services and treatment as described in Md. Code Ann., Lab. & Empl. § 9-660 et seq. (Subtitle 6, Part IX) for a compensable injury. Workers' Compensation claim forms must be submitted to the appropriate Maryland Park Service Headquarters contact within 72 hours after the accident or injury.

Enhancing the Volunteer Experience

Know the Park

Volunteers are encouraged to explore the park, the website, and maps to learn the most frequently asked questions. Maps, FAQ sheets, and additional resources may be provided by each park Volunteer Coordinator. Volunteers serving as Volunteer Rangers, Volunteer Mounted Patrol members, Volunteer Bike Patrol members, or Camp Hosts should become familiar with the specific rules and operations of the park where they serve.

History of Maryland State Parks

The Maryland Park Service operates one of America's oldest state park systems. The first state-park land was set aside in 1907 when Catonsville philanthropist John Mark Glenn donated 43 acres of his Catonsville estate to the Maryland Board of Forestry. Thanks to this early start, today most Maryland residents live within 15 miles of a state park.

For much of the 20th-century, Maryland's parks were managed together with the state's forest system—also one of the nation's oldest. The earliest parks, most notably Patapsco Valley and Fort Frederick, were originally called "forest reserves." Early on, however, Maryland's first State Forester Fred W. Besley recognized that some forests were more than places to save trees. Patapsco's proximity to Baltimore City made it an ideal place to create a new "city park." Fort Frederick, purchased in 1922, saved the ruins of an important French and Indian War fortification. In fact, nearly all the land the Board of Forestry acquired between 1912 and 1922 was geared towards fostering outdoor recreation and historic preservation.

Like many states, however, Maryland's park system began to come of age during the 1930s' Great Depression. Thanks to President Franklin D. Roosevelt's New Deal, federal money and labor poured into Maryland, and the first truly modern state parks were built. Much of the work was done by young men serving in the Civilian Conservation Corps (CCC). As part of a larger effort to get the nation's unemployed back to work, the CCC cleared trails, built roads, bridges, shelters and lakes. They rebuilt walls at Fort Frederick, reconstructed the first completed Washington Monument on South Mountain, and built shelters and roads in Patapsco.

They also built new parks from the ground-up, including Elk Neck, Gambrill, Millburn Landing (now part of Pocomoke River), Herrington Manor, and New Germany. Most of Maryland's state parks were formed between 1945 and 1975. Thanks to a prosperous economy and assistance from the federal government, the State Department of Forests and Parks acquired and developed dozens of new parks, including Assateague, Cunningham Falls, Deep Creek Lake, Gathland, Greenbrier, Gunpowder Falls, Janes Island, Martinak, Point Lookout, Rocks, Rocky Gap, Seneca Creek, Susquehanna, Tuckahoe, and many others. Most of these parks protected significant watersheds and natural wonders and saved significant historic sites. Park development was a priority in the 1960s, and many parks saw the creation of picnic areas, beaches, full-service campgrounds, and marinas. These developed parks are still among the most popular and heavily visited today and remain the backbone of the lands managed by the Maryland Park Service.

Beginning in the 1970s, park development slowed. Once abundant funding began to dry-up. More importantly, new types of park visitors began to appear. While many people still valued beaches, picnic areas and campgrounds, others looked for places to exercise and find spiritual enlightenment. In response to these changes, many parks began placing more emphasis on building and maintaining trails. In the 1980s and 1990s, new and innovative parks emerged, such as rail trails and water trails. One of the nation's first rail trails, the Northern Central (now Torrey C. Brown) Rail Trail, opened in 1984.

While park development slowed, thanks to Program Open Space, the parks themselves continued to grow. Many lands, such as Soldiers Delight and North Point, were acquired because of their unique, rare and valuable ecosystems. As a result, Maryland's state parks, along with its forests and wildlife management areas, are now widely viewed as places that are protected from development, providing a place where wildlife can prosper.

In recent years parks have continued to grow and more and more new park property has been acquired to continue to pursue the various aspects of the state parks mission. Parks to open up new types of recreation to the public such as Wolf Den Run State Park which has opened Maryland's largest collection of Off Road Vehicle trails. New parks designed to protect natural resources like Bohemia River State Park and Sideling Hill Creek State Park. As well as parks protecting our cultural and historical resources such as Harriet Tubman Underground Railroad State Park and Freedman's State Park. These additions represent just a few examples of the park service's commitment in recent years to continuing their mission through the development of new park properties

History of the Volunteer Program

Generations of volunteers have helped to operate, preserve, and maintain the State Park system. The Volunteer Ranger Program started in 1992, comprised of dedicated volunteers committed to the mission of the Maryland Park Service and to teaching citizens about natural resources protection, assisting with activities, maintenance, and events at state forests and parks.

In 1997, a special category was established at Gunpowder Falls State Park that included Volunteer Rangers that performed their duties on horseback. This group of volunteers is known as the Volunteer Mounted Patrol (VMP). It was supported at that time by the non-profit organization "Volunteer Mounted Patrol, Inc."

In 1997, a special category was established at Patapsco Valley State Park that included Volunteer Rangers that performed their duties on bicycles. This group of volunteers was known as the Volunteer Bike Patrol (VBP). It was supported by the bike organizations of Maryland Association of Mountain Bike Operators (MAMBO), Mid Atlantic Off-Road Enthusiasts (MORE), and the International Mountain Biking Association (IMBA). Both the equestrians and the bicyclists were able to utilize their expertise and training to assist other forest and park users, expose their sport to others, and help educate all users about the wise use of Maryland's natural resources.

The Volunteer Mounted Patrol and Volunteer Bike Patrol are now included in the Volunteer Ranger Program and have expanded to several other parks throughout the state.





Maryland Department of Natural Resources Maryland Park Service



Volunteer Information and Registration Form

NAME OF PROGRAM: _____
DATE OF PROGRAM: _____
LOCATION OF PROGRAM: _____
PROGRAM COORDINATOR: _____

This registration form between the Maryland Department of Natural Resources (the Department) and each volunteer is subject to the following terms and conditions:

1. **Registration.** All volunteers must register on forms provided prior to doing any work.
2. **Duties.** Volunteers must not undertake any work which is not authorized or of which the volunteer is not capable or use any equipment for which the volunteer is not trained and qualified. Volunteers are not permitted to drive a State Vehicle without prior approval, subject to State vehicle operating policies and records checks. Volunteers must use the same safety equipment and follow the same safety precautions required of Department personnel conducting similar activities. Volunteers who use their own equipment do so at their own risk and must complete a volunteer equipment form. Volunteers are expected to comply with all program rules and requirements which may be applicable to participation in certain program activities and are generally expected to comply with all State laws and conduct themselves in a safe and reasonable manner.
3. **Liability.** Volunteers, like other State employees, may be immune from individual tort liability while acting within the scope of their assigned public duties and without malice or gross negligence. Volunteers agree that participation in the program is performed without compensation and agree to hold the Department harmless for any financial obligation or liability that they may incur, and for any damage or injury to themselves or to others that they may cause while volunteering.
4. **Medical Coverage.** Volunteers, like other State employees, may be entitled to workers compensation coverage in the event of injury if they are acting within the scope of their assigned duties. A proof of claim form must be submitted to the volunteer program coordinator or Park Manager within thirty (30) days of the date of the accident.

Name: _____
Address: _____

Telephone: _____
Email: _____

I acknowledge that I have read and understood the above information, accept the above conditions, and agree to abide by the requirements of the volunteer program.

Signature: _____ Date: _____

Parent signature (for minors): _____

PERSONAL EQUIPMENT WAIVER



When a volunteer will be using their own equipment of any kind, this form must be completed in full and signed by the volunteer. This form may only be used after a Volunteer Registration form has also been completed. The original should be filed with Park records and the volunteer should be given the opportunity to obtain a copy. Please print all information legibly.

I, _____ (name of volunteer) intend to use my own equipment, said equipment being _____ (describe equipment) for the following activity or event _____ (describe event or activity) on the date or dates of _____ at _____ (name of State Park or other location). I understand and agree that the use of my own is subject to the following terms and conditions:

I, _____ (name of volunteer) understand, agree, and acknowledge that the activity for which I am using my own equipment carries potential risks to the health, safety, and property of myself and others. I represent that I am sufficiently fit, trained, and capable of safely operating the above-described equipment. I warrant that the equipment is in safe operating condition and that I possess the appropriate valid license, permit, or legal qualification to use the equipment, if applicable (E.g. A valid driver's license, if volunteering to use a vehicle). I agree that I will not use the equipment while under the influence of any substance that may impair my ability to use the equipment, nor will I permit any other person to use my equipment who may be impaired or otherwise unsuited for using the equipment. I understand that the State of Maryland Department of Natural Resources is not responsible in any way for the above-described equipment, including but not limited to injuries resulting from my use of the equipment, damage to the equipment, damage to other property resulting from use of the equipment, or repairs or maintenance to the equipment. I further agree to release the State of Maryland, its units, agents, and employees, from all liability for damage, death, injury, or loss, resulting from the use of my equipment, whether by me or others, for the above-described activity.

Volunteer Signature

Date

STATE OF MARYLAND
DEPARTMENT OF BUDGET and MANAGEMENT
45 CALVERT STREET, ANNAPOLIS, MARYLAND 21401-1907

TO: ALL DRIVERS OF STATE VEHICLES

Attached is a copy of the General Rules for Drivers of State Vehicles.

Drivers are requested to carefully read all of the rules, print and sign the acknowledgement at the bottom of the page and return same to the unit coordinator and keep the rules for your records.

State vehicles shall be operated only by drivers who have signed this acknowledgement.

Drivers of State vehicles who are found in violation of these rules are subject to disciplinary action.

ACKNOWLEDGEMENT

The undersigned certifies he/she has read all the General Rules for Drivers of State Vehicles.

I am aware that a violation of these rules would be just cause for disciplinary action under the State Merit System Law.

W Number _____

*Name: _____ Unit: _____
Your name as it appears on your Driver's License

Job Classification: _____ *Date of Birth: ____ - ____ - ____

*License Number: ____ - ____ - ____ - ____ - ____ *State of Issue: _____

Expiration Date: ____ - ____ - ____ Type / Class: _____

*Phone Number: ____ - ____ - ____ *Email Address: _____

Date: ____ - ____ - ____ Signature: _____

(Please clearly print or type all information)

Appendix 1 (cont'd)

General Rules for Drivers of State Vehicles

- 1) All drivers must have a driver's license, which is valid in the State of Maryland, and which is appropriate for the class of vehicle driven.
- 2) All drivers shall operate State vehicles in a manner that reflects concern for safety and courtesy towards the public.
- 3) An employee having a driver's license with six (6) or more points for moving violations shall not operate a State vehicle.
- 4) State vehicles shall be driven only by State officials and authorized employees. Exceptions to this rule must have written authorization from the Department of Budget and Management.
- 5) State vehicles shall not be used to conduct personal business, to transport members of the family, e.g., transporting children to and from school, or for pleasure. Passengers in State vehicles must be authorized persons on State business.
- 6) No person may drive or ride in a State motor vehicle unless properly restrained by the occupant restraint device. It shall be the driver's responsibility to ensure that the passengers use the available restraint devices.
- 7) All traffic and parking laws are to be obeyed. Posted speed limits are not to be exceeded, nor is the vehicle to be operated above safe driving speeds for road conditions. All violation fines shall be the responsibility of the driver involved.
- 8) All accidents are to be reported to agency headquarters, within twenty-four (24) hours, even if another vehicle is not involved or there are no apparent injuries or damages.
- 9) A daily log (VMILOO) shall be maintained in each State sedan or LTV vehicle on a monthly basis unless exempted by the Secretary, DBM. Logs must indicate all destinations by official and commute mileage, even if driven by different individuals. Agencies are required to have these logs available for audit purposes.
- 10) State vehicles are to be properly maintained. Vehicles assigned to agencies unable to provide scheduled maintenance are to be guided by oil change, lubrication and maintenance recommendations of the manufacturer. All warranties are to be exercised.
- 11) The driver of a State vehicle shall take every precaution to ensure the safety of the vehicle and its contents. The driver shall lock the vehicle and take the keys, except in those instances when a commercial parking garage requires the keys be left with the vehicle.

General Rules for Drivers of State Vehicles (cont.)

- 12) Operators of State vehicles are personally responsible for vehicles operated by them. The operator of the State vehicle may be required to make restitution for a State vehicle that is damaged while assigned to the operator.
- 13) The use of State of Maryland vehicle service/credit cards is restricted to State vehicles and under no circumstances are to be left in the custody of service station or maintenance facility attendants.
- 14) Whenever possible, trips should be planned to coincide with other employee travel requirements so that vehicles are used efficiently and economically.
- 15) Willful disregard of these rules is considered just cause for disciplinary action.

