



# Community Volunteer Transportation Company

*Creating, coordinating and delivering  
transportation solutions  
for the Monadnock Region*

## Memorandum of Understanding and Agreement

*Date of signing*

### **Code of Conduct**

CVTC's goal is to ensure that our vital public service is delivered safely, effectively and efficiently in a manner that safeguards the public and protects its drivers from the risks posed by inappropriate rider conduct. CVTC reserves the right to refuse service in such cases. We also reserve the right to conduct an internet search on all new riders and to follow-up on any public information obtained in this way to determine if services will be provided.

I, Name of Rider, state that I am a *convicted felon who has completed my sentence (this statement can be changed to reflect the "unique" situation of the rider)*. I am requesting temporary assistance with transportation to necessary appointments. I have attended a joint meeting with CVTC staff, my parole officer and mental health counselor and agree to abide by CVTC's standard Policies and Procedures, which I received today.

I understand and agree that, if there are any infractions, CVTC reserves the right to refuse future assistance with my transportation requests. CVTC will periodically check in with my parole officer and/or mental health counselor for updates on my progress. If there are any concerns or new legal issues that could increase the safety-risk to CVTC Volunteers or staff, CVTC also reserves the right to refuse future assistance with my transportation requests at its discretion.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

We, the undersigned, have met together with rider Name of Rider to discuss and witness his agreement to the terms of this Memorandum of Understanding and Agreement as well as CVTC's standard Policies and Procedures.

\_\_\_\_\_  
CVTC Executive Director

Date: \_\_\_\_\_

\_\_\_\_\_  
CVTC Volunteer Driver Program Coordinator

Date: \_\_\_\_\_

\_\_\_\_\_  
Parole Officer

Date: \_\_\_\_\_

\_\_\_\_\_  
Monadnock Family Services

Date: \_\_\_\_\_