

CRIMINAL RECORD CHECK

In order to maintain the highest degree of professional and ethical conduct, and for the protection of our Vincentians, Volunteers and Clients, a criminal record check is being required of those dealing with the public.

The Archdiocese of St. Louis is requiring volunteers to attend the “Protecting God’s Children” program through parishes in the Diocese. Part of that program includes a criminal record check. All Vincentian’s are required to participate in this program as well.

If you have a Volunteer Driver for this program who is a Vincentian, and has been through the Protecting God’s Children program, you will not need to do the record check. All other Volunteer Drivers must go through the record check.

The cost to the Conference of the record check is \$9.00. (See attached “Request for Criminal Record Check” from the Missouri State Highway Patrol.

A Volunteer Driver will be disqualified if the record check shows a history of “Crimes against persons” such as sexual misconduct or assault. They would also be disqualified if they have a history of driving offenses. If you have any questions please call:

**Steve Rupp
Society of St. Vincent de Paul
314-881-6018
stever@svdpstl.org**

MEDICAL TRANSPORTATION PROGRAM MILEAGE SHEET

Vincentian name (Print) _____ **Signature** _____

Conference _____

Driver's name (Print) _____ **Signature** _____

Address _____ **Zip** _____

Telephone # _____

Drivers license # _____

Insurance carrier _____

Insurance policy # _____ **Exp. Date** _____

Client name _____

Address _____ **Zip** _____

Telephone # _____

Medical reason for transportation _____

Address of appointment _____

_____ **Zip** _____

Starting Time _____ **Ending Time** _____ **Date** _____

Mileage _____

Based on "Google Maps" listing from the Driver's house, to the Client's house to the appointment, and then the same route in reverse.

MEDICAL TRANSPORTATION PROGRAM

DRIVER CHECKLIST

- ___ In the Vincentian tradition, we see the face of Christ in all of our clients and treat them with the utmost respect and dignity.
- ___ Please fill out the Medical Transportation Program, “Mileage Sheet” with the client.
- ___ Drivers will assist clients from their homes to the car.
- ___ Clients can sit in the front or backseat—wherever they feel the most comfortable.
- ___ Please ensure that the clients use their seatbelts.
- ___ You may drop the client off at the front door of the facility and assist them into the building.
- ___ Assist the client back to your car after the appointment.
- ___ Assist the client into their house.
- ___ Return the completed “Mileage Sheet” to your Vincentian.
Make any notes that you think might be necessary.

If you have any questions, please call:

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Thank you and may God bless you for your work!

MEDICAL TRANSPORTATION PROGRAM

VINCENTIAN CHECKLIST

- ___ Do Criminal Record Check on Volunteer Drivers.
*Two Page Form attached. (See separate sheet for more Information on Record Check)
- ___ Review “Drivers Checklist” With Volunteer Driver.
- ___ Fill Out “Mileage Sheet” With Volunteer Driver.
- ___ Please check with the client after the appointment to ensure that the client had a good experience with the program. Please attach any comments.
- ___ Have Driver Return Completed “Mileage Sheet” to You. Please verify the mileage by doing a Google Maps search.
- ___ At the end of each month, please send in all “Mileage Sheets” and any comments to:

Steve Rupp
Society of St. Vincent de Paul
4127 Forest Park Ave.
St. Louis, MO 63108
314-881-6018
stever@svdpstl.org

The St. Louis Council Office will then issue a monthly check to your Conference to cover your payments to the Volunteer Drivers.

Thanks for all that you do and may God bless you!