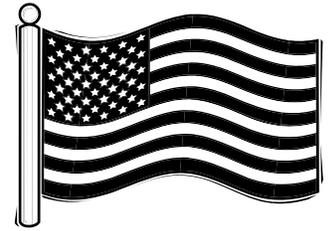




**Henry County
Veterans Assistance Commission
307 W. Center Street
Cambridge, Illinois 61238**



To begin, on behalf of all Henry County Veterans, I want to thank-you for your interest in volunteering to transport "Great Americans" for medical care at Iowa City Veterans Hospital, Iowa City, IA.

Van drivers are currently called upon, approximately 20 – 24 days between driving occurrences. Drivers are notified on the average 8-12 days in advance of their turn in the driver rotation and always have the option to say “no” or provide an alternate available driving date.

The IA City VA Hospital Volunteer Services screening criteria for a Henry County Veterans Assistance van driver is as follows:

Each volunteer driver is required medical screening and to undergo a physical at Iowa City, VA hospital. The screening includes reviewing the volunteer’s current medication requirements and other medical conditions/history. Some disqualifiers for example might include: insulin intake, Epilepsy or a previous stroke. Ensure you bring a list of all currently prescribed medications.

The Iowa City VA Security team will conduct a background investigation. The volunteer is finger printed at the VA hospital and results normally take 10 days to adjudicate. Screening criteria includes felony convictions or habitual reckless driving occurrences.

A two-hour orientation is provided at the VA Hospital at which time the driver is issued a VA Hospital Volunteer Badge. **Two forms of identification** are required for the badging process: Driver’s license and Social Security card are the two preferred or other acceptable forms include Military Identification card, Birth certificate, Passport or voter’s registration card.

The volunteer must also provide proof of personal automobile insurance coverage. A current insurance card provided through your personal automobile insurer is all that is required. Once you begin driving the VA Van, you are covered through the VA's insurance system.

The following are process steps for providing volunteer services as Henry County Veterans Assistance Van driver:

Step 1 Medical: Complete VA Driver physical; 1(800) 346-1843 ext 5952. (Notify Dan Swanson or Curtis Potter (309) 937-3450 or 3451 for assistance to coordinate physical and arrange transportation in VA Van to IA City)

Step 2 Orientation: After medical screening is approved coordinate with Volunteer services (1 319-338-0581 ext 6270 Ann or ext 6279 Veronica) for the 2-hour orientation at IA VA Hospital, finger printing and complete VA Hospital Badge application. Again, coordinate with Curtis or me to get a seat on the van for transportation.

Step 3 Driving/Badging: After receiving verification background investigation is "good to go" contact me to be added on the volunteer driving list and rotation. In most cases, the first time you drive, you will secure your badge at that time. This alleviates a third trip to Iowa City. You are authorized to drive after steps 1-Medical and 2-Orientation are completed.

Consider Steps 1 and 2, if riding in the HCVAC van to your appointments as "on the job training" or "hands on training". Even though you are not the driver, this is an opportunity to review the paperwork required for volunteer van drivers to turn-in at the volunteer services desk, fuel card process and parking requirements at the VA center.

If you have any questions, please call me.

Respectfully,

Daniel M. Swanson
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Service to Henry County Veterans Since 1994