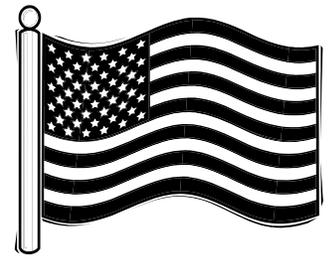




# *Henry County*

## **Veterans Assistance Commission**

**307 W. Center Street**  
**Cambridge, Illinois 61238**



Dear Prospective Driver,

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.

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

Each volunteer will receive a two-hour orientation from a voluntary services representative covering VA mission, volunteer responsibilities and badging process. **Two forms of identification** are required for the badging process: Drivers 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/government insurance system.

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

**Step 1 Medical:** To schedule a VA Driver physical you can call 1(800)346-1843 ext 5952 or 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 Dan or Curtis to get a seat on the van for transportation.

Step 3 Driving/Badging: After receiving verification background investigation is "good to go" contact Dan Swanson or Curtis Potter 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.

I encourage potential volunteers to ride the van for Steps 1 and 2, to receive "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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Veterans Assistance Commission  
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***Service to Henry County Veterans Since 1994***