

Otsego County Veterans' Affairs

Transportation Guidelines



**225 West Main Street - Room 213
Gaylord MI 49735**

(989) 731-7575



Equal Opportunity

Volunteer Drivers

- ✓ Copy of driver’s license
- ✓ Signed “Waiver of Liability and Release of Claims” form
- ✓ Clear background check
- ✓ Clear driver’s license

VA will provide a fuel card for the County van. The gas gauge is required to be full at the start and end of transport. VA will contact the Bus System to reserve the County van.

A transportation log and volunteer sign in sheet are to be completed by the driver and turned into VA at the end of transport.

Transporter will escort the Otsego County Veteran from their place of residence with the County van and to their appointment, roundtrip. Transporter will not lift the Veteran or items of 50 lbs.

When mileage reimbursement is received by the Veteran the money will be turned over to the transporter for delivery to the Otsego County Veterans Affairs.

A cell phone will be provided for emergency use. Maps will be provided for VA hospital destinations.

CPR rescue training is suggested to be obtained by the transporter.

Accommodations and meals will be reimbursed to the transporter. Original receipts and an expense report are required. The County has a 2-3 week check process.

Transporter allowances:

Breakfast prior to 6:00–8:00 a.m. \$7.00

Lunch 10:00 a.m.–2:30 p.m. \$10.00

Dinner 3:00–8:00 p.m. \$15.00

Veteran

Otsego County Veterans will be transported to a Michigan VA medical center providing proof of scheduled appointment and required documents are presented to the Veterans Affairs Counselor. Veteran/dependents gross household income cannot exceed VA’s medical income threshold limit and benefit travel eligibility. Transportation must be requested at least seven days prior to appointment date. The County will contact the driver with details and directions to the place of residence.

Non-ambulatory patients cannot be transported.

Rules:

Seat belts are to be worn by driver and passengers that are being transported. There will be no alcoholic beverages, non-prescribed illegal drugs, or tobacco usage in the County Vehicle. Respect your company and the County van, as we would like to provide this service to other Veterans.

All parties have read and acknowledge guidelines and rules:

Transporter

Date

Veteran

Date