

VETERANS' ASSISTANCE COMMISSION OF LIVINGSTON COUNTY

"VETERANS HELPING VETERANS"

110 W. Water St.
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County Board Chair **James Carley**
Commission President **Chris Studebaker**
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Rules, Leg, VA.C. & CS Chairman **Jack Vietti**
Commission Vice President **Paul Augsburger**

Board Rep. **Jim Blackard**
V.A.C. Superintendent

LCVAC TRANSPORTATION POLICY 1 January 2024 Amended 22 May 2024

This policy is enacted to assure a properly administered transportation program for veterans of Livingston County. The term "passenger(s)" as used in the following applies to the veteran as well as one accompanying or assisting the veteran.

1. GENERAL

a) This service is provided as a "courtesy" to veterans by the LCVAC Board and the use of the vehicle and any associated expenditures must be directly related to that endeavor. The determination to provide this service shall be made solely by the LCVAC, and the LCVAC shall have the right to bar a transport participant for conduct detrimental to the program, other participants, or LCVAC staff or volunteers.

b) Understand there are no fixed schedule guarantees and transportation on holidays shall be limited.

c) If maintenance is required or road conditions are too risky, the schedule may be changed or cancelled.

d) To avoid liability issues, it must be understood that the LCVAC transportation program is intended primarily as a non-emergency service to the VA medical center and VA community care network providers. Therefore, Ambulatory individuals must be lucid, able to walk brief distances or capable of maneuvering themselves in and out of our vehicles with no or very minimal assistance. Manual or electric wheelchairs will be properly secured in the vehicle before transport. Individuals using manual or electric chairs must be able to propel themselves or ensure that they have adequate battery power to last the duration of the transport. The VAC reserves the right to refuse transportation to any individual, if a liability situation arises.

e) The VAC will also provide transportation to the McLean County Law & Justice Center for participants of the 11th Judicial Circuit Court Veterans Treatment Court when ordered to appear. This courtesy transportation is for veterans who have had drivers' privileges suspended, and only on an emergency basis for those veterans who possess a valid driver's license.

f) Prior to any type of transport:
   - Passenger must register with the LCVAC, must furnish a copy of their discharge form, and must sign this document acknowledging they have read it and are willing to comply with the terms.
   - All veterans shall consent to allow the LCVAC to release confidential medical information and current medications if known. This limited power of attorney conforms to the current HIPPA Laws and only applies to an emergency medical situation while being transported by the LCVAC.
   - Veterans who are directed by their medical provider or other care team member to bring an individual to assist them, following a medical procedure requiring anesthesia or sedation or other reasons shall ensure that their chosen companion is properly registered with the VAC Office prior to transport.
   - Any veteran may have an individual accompany them as an assistant/attendant/caregiver during a transport. However, the individual assisting a veteran must Register with the VAC Office, prior to transport by completing the transportation forms.

g) All transportation requests must be scheduled at least **36 hours** in advance by calling 815-844-7378. The VAC office must be informed of the time and location of all appointments the veteran is scheduled for that day.

h) Remember this is a courtesy being provided to you. Therefore, we will not tolerate any discourtesies, bad language, or physical abuse directed toward our employees when making an appointment or to our drivers or other passengers while you are being transported. You could be barred for these actions.

i) We request that you honor your request for transportation. You could be barred for any of these infractions listed within this document.

j) Seat belts will be worn at all times by all passengers in LCVAC vehicles. It's the law and it will be strictly enforced.

k) Use of **tobacco is not permitted** in our vehicles, and will result in loss of vehicle privileges. Open food containers and eating is not permitted on the vehicle. Beverages are not permitted unless they are in a covered "car cup". Individuals who are intoxicated or who attempt to bring alcohol on the vehicle will lose their privilege to use the LCVAC transportation service.

l) Persons under the influence of drugs, cannabis or alcohol will not be permitted to ride, and may result in loss of vehicle privileges.

2. LIABILITIES

The term "passenger" as used in the following applies to the veteran as well as one accompanying or assisting the veteran.

a) Vehicle Accidents – We are liable for any injuries incurred by a legal passenger as a result of a vehicular accident caused by our negligence. Compensation must be sought from the other party if our vehicle is involved in an accident that is not our fault.

b). Medical Emergencies-The passenger shall accept full responsibility for the following:

- Passenger accept the responsibility for any personal medical problems or emergencies that may arise during transport.
- Passenger recognize that LCVAC employees /volunteers are "courtesy drivers" and not medical professionals, paramedics, registered E.M.T.'s or trained first aid responders.
- Passenger understand that during a medical emergency, the LCVAC driver will make every attempt to alter the route, and stop at a safe location. The driver will immediately call 911 and follow the instructions given. The individuals Emergency Contact will be notified by VAC Staff and provided information, including which hospital the passenger was transported to.
- Passenger accept the consequences that may result from their personal medical emergency such as permanent disability or death and agree to absolve the LCVAC, its employees, its volunteers, VAC Board Members and the County of Livingston of any and all liabilities. They accept the fact that the LCVAC, its employees, its volunteers, Board Members and County of Livingston will disavow any claim brought against them by a passenger for any compensation and/or personal damages.

3. VA MEDICAL CENTER and VA COMMUNITY CARE NETWORK TRANSPORTATION

a) Transportation to VA Medical Center and VA Community Care Network will operate Monday through Friday only.

b) Depart times will be determined by the Driver. Driver will notify passenger by 2pm the day before appointment, of pick up times. This information may be subject to change and affected passengers will be informed as timely as possible.

c) Passenger must provide a copy of community care authorization to the driver or VAC office.

d) There will be no transportation on federal holidays.

e) Veteran desiring the use of this service must notify the LCVAC office of their date and appointment time as soon as they receive their appointment notification from the VA. Once the schedule has been established for a particular day, last minute notifications might not be honored due to a possible overload or because of an inconvenience to the other scheduled passengers.

f) Passenger, whenever possible, is requested to schedule or reschedule their appointments so that they fall between the hours or 8:00 a.m. and 1:00 p.m.

Please Read, sign and date page 3 of this policy and return to VAC Office Staff.

VAC Transportation Policy Receipt:
(Sign, Date and Return this Page to the VAC Office Staff)

I _____, acknowledge the fact that any transportation services I accept from the Veterans Assistance Commission of Livingston County is a privilege provided as a courtesy service to me and anyone who may be needed to accompany me.

I acknowledge that riding privileges may be restricted, suspended or revoked for violations of this policy, established rules and regulations or any other conduct that is determined to interfere with or disrupt the orderly and safe transportation services such as: registering, scheduling, pick-up service, occupant safety restraint systems, transportation service, drop-off services or emergency procedures, etc.

If the Veteran obtained Transportation Services through and/or received tickets, tokens, or passes for public/private transportation services from the Veterans Assistance Commission of Livingston County. The veteran *is* ***ineligible*** *to claim VA Travel Pay Reimbursement.*

Per VA Policy the following "Penalty Statement" is included herein. "There are severe criminal and civil penalties including fine or imprisonment, or both, for knowingly submitting a false, fictitious, or fraudulent claim.

By signing below, I acknowledge receiving a written LCVAC Transportation Policy and I understand and accept the terms and liabilities associated and outlined within the policy.

_____

Veterans Signature Date

_____

Signature of accompany assistant Date

_____

Signature of accompany assistant Date

<u>In order to receive rides from the Livingston County Veterans' Commission this form must be filled out and returned to the office</u>

Veteran's Name:_____
(LAST) (FIRST) (MIDDLE)

Veteran's SSN last 4: _____ Veteran's Date of Birth_____
(MM/DD/YYYY)

Address: _____
(STREET) (CITY) (STATE) (ZIP)

Telephone: _____Cell Phone: _____

E-Mail address: _____

Marital Status: Married_____ Single_____ Widow _____

Emergency contact: _____
(FIRST) (LAST) (MIDDLE)

Email: _____ Phone number: _____

Secondary Emergency contact: _____
(FIRST) (LAST) (MIDDLE)

Email: _____ Phone number: _____