



## Transportation Best Practices Webinar

- Reporting Procedures
- HSC Responsibilities
- 2024 Vehicle Application Grant Request Process





# Importance of Reporting

Reminder that reporting is based on a VA fiscal year. These are hours volunteered from October 1 to September 30 of the following year.

Approvals for Transportation Network vehicles are based on the strength of your program. If the hours are not reported, approvals may not be granted.

HSC's must report hours to DAV Voluntary Services in a timely and efficient manner. We count on these hours to determine the need for new vehicles. This is also used to determine the need for the vehicles donated by Ford at the DAV National Convention.





# HSC Monthly Reporting Form 40

<u>Membership</u>				<u>Address</u>						<u>Date Of</u>						
<u>Number (If</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Line 1</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Email</u>	<u>Phone</u>	<u>Birth</u>	<u>Location</u>	<u>Date Volunteered</u>	<u>Job Description</u>	<u>Hours</u>	<u>Miles</u>	<u>Vets Transported</u>

If you have any questions or concerns on how to fill out the forms you can always email us at [VAVS@dav.org](mailto:VAVS@dav.org).



# DAV Transportation Network Monthly Reporting Form 40

## Helpful Tips:

We encourage you to **PLEASE** use this excel form, you can find the Reporting Form 40 at this link, <https://www.dav.org/member-resources/voluntary-services/>

We understand that some individuals prefer not to share their personal information, the information required on this form is the minimum we require to be able to match the volunteer hours to the correct individual. If the volunteer prefers to keep their information off this reporting form, it can be entered under the facility. However, please explain to the volunteer that they will receive no recognition for their volunteer efforts.

This excel form is designed to upload seamlessly into the DAV's Customer Relationship Management system (CRM). This will make the data entry more efficient for our DAV Voluntary Services Team, and will ultimately eliminate errors that arise from keying the information manually. Please do not make any changes to the formatting on this excel workbook, as this will result in a failure to upload the data. You can make changes to the volunteer data as needed, but do not make changes to the format.

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## Tips for Reporting Hours

Credit for volunteer hours is based on DAV National Headquarters receiving information from the HSC.

Reports are due on the 5th of each month.

Example: January volunteer hours should be reported no later than February 5<sup>th</sup>

Hours credited to an organization other than DAV, or DAV Auxiliary should be entered as Non-DAV Transportation. DAV National Headquarters still needs to capture this information for vehicle usage.

Reporting hours in a timely manner helps to provide accurate reports and to award volunteers in a proper time frame. Awards are sent monthly to volunteers to show DAV's appreciation and to keep them excited and involved in the program.



## Volunteer Award Incentive Milestones

- When you do your part in submitting hours, volunteers that donate their time to DAV are eligible for the Volunteer Recognition Program.
- At each volunteer milestone listed, the volunteer will receive a generous gift from DAV as a token of DAV's appreciation of their time spent helping veterans.
- Please note the expansion of the Incentive Award levels. Level 15 to 20 has been added to recognize your tremendous efforts.

Incentive Award Level	Miles	Hours
1	1	1
2	2,500	50
3	5,000	100
4	7,500	150
5	10,000	200
6	15,000	250
7	25,000	500
8	35,000	750
9	50,000	1,000
10	75,000	2,000
11	100,000	3,000
12	150,000	5,000
13	175,000	7,500
14	200,000	10,000
15	225,000	15,000
16	300,000	20,000
17	325,000	25,000
18	350,000	30,000
19	400,000	35,000
20	500,000	40,000





# Importance of Hospital Service Coordinators

DAV Hospital Service Coordinators play an important part in our efforts to assist injured and ill veterans. They are the front line for the DAV Transportation Network, by scheduling rides, keeping vehicles running safely and reporting volunteer activities to DAV National Headquarters.



There are **156** Hospital Service Coordinators covering transportation programs at more than **243** VA medical facilities. These DAV HSCs assemble corps of volunteer drivers and coordinate them with hospital transportation requests, providing nearly **210,000** rides in 2022.



# Hospital Service Coordinator Responsibilities

- Coordinate the program with appropriate services.
  - Provide all volunteer drivers with the HSC's or Coordinator's name, office location, and telephone number.
  - Receive the transportation request and determine the transportation eligibility of veterans.
  - Supervise all the volunteer transportation drivers.
  - Contact the volunteer transportation driver and make the assignment.
  - Provide funds for transportation, as applicable to veterans in need.
  - Prepare and distribute all reports to Department and National DAV Headquarters. NHQ contact Voluntary Services 859-44-7300, ext. 1313, email reports to [VAVS@dav.org](mailto:VAVS@dav.org)
  - Report all incidents and accidents to the designated VA and DAV VS Staff.
  - Update DAV National Headquarters with any changes to the Hospital Service Coordinators Directory.
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# How to Coordinate Transportation

The DAV Hospital Service Coordinator position was established to assume the responsibility for coordinating the Transportation Network.



## Tips:

- Have veterans schedule appointments between a designated time. This keeps the drivers on a good schedule.
- Ask that veterans request a ride far in advance of their appointment.
- Ask that the veteran is ready 15 minutes before pickup time.
- Have a good working relationship with the CDCE Chief or Program Manager at the VAMC.
- Take care of your volunteers! We could not have success without them!

## Different practices:

- Veteran sign up sheet. The veteran will be able to sign up for a ride via phone or by going into the transportation office.



## Transportation Network

The DAV Transportation Network is the largest program of its kind for veterans in the nation.

Without this program, many veterans may have no way to access their health care.

### VOLUNTARY SERVICES

#### Transportation Network

DAV volunteer drivers spent **555,975** hours logging over **9.2 million** miles, providing no-cost rides for ill and injured veterans to VA medical facilities.



Since 1987, drivers have traveled over **741 million** miles transporting more than **19.7 million** veterans.

Since 1987, at a cost more than

**\$92 million**



has donated **3,665** vehicles

+



donated **256** vehicles



# Grant Process for New Vehicles

## REQUESTING VEHICLES THROUGH THE COLUMBIA TRUST GRANT PROGRAM

### Last Quarter of the Year

- ❑ The Columbia Trust Grant Memo is emailed out to the Officers to Receive Mail for each Department or Chapter.
  - Chapters without ORM emails will need to contact their Department Adjutant. This years memo will include guidance for the online application.



National Headquarters  
860 Dolwick Drive  
Erlanger, KY 41018  
tel 859-441-7300  
toll free 877-426-2838  
dav.org

Washington Headquarters  
1300 I Street, NW, Suite 400 West  
Washington, DC 20005  
tel 202-554-3501

**TO:** Department and Chapter Commanders and Adjutants  
Hospital Service Coordinators

**FROM:** Barry A. Jesinoski, National Adjutant

**DATE:** December 6, 2023

**SUBJECT:** 2024 DAV Transportation Network & Columbia Trust  
Vehicle Request Application

Thank you for your service to our nation's veterans! We are pleased to announce the availability of vehicles in conjunction with the DAV Transportation Network. Attached is the DAV Transportation Network Vehicle Information Summary, which includes a description, total cost and minimum shared expense requirements. The vehicles available for 2024 are listed below:

- Ford Explorer RWD 7-Passenger
- Ford Explorer 4WD 7-Passenger
- Ford Transit Wagon Van (T-350) RWD 12-Passenger
- Ford Transit Wagon Van (T-350) AWD 12-Passenger

The value of this program and the impact it can have on veterans' lives is amazing. However, we must be very thoughtful in how we determine the best use of these resources when it comes to placing vehicles. **Due to the limited availability of vehicles, we ask that a 2024 vehicle only be ordered if your program has an immediate need.** As such, there are some very important factors that interested applicants must consider:

1. Do you have a current availability of drivers to operate a new, replacement or additional vehicle?
2. Have you verified with complete confidence that your VA Medical Center director will accept a donated vehicle?
3. Please consider the delayed supply of vehicles across the automotive industry as a whole before placing a 2024 vehicle order.
4. As you review this document, please note that minimum shared expenses are determined annually based upon fleet pricing received from Ford Motor Company.
5. Departments and chapters are encouraged whenever possible to pay the full cost of the vehicle(s). However, when sufficient financial resources are not available, the National Service Foundation's Columbia Trust may assist with a grant.



# Grant Process for New Vehicles

DAV Transportation Network & Columbia Trust Grant Application

[https://dav.smartsimple.com/s\\_Login.jsp](https://dav.smartsimple.com/s_Login.jsp)

## Welcome to the DAV Charitable Service and DAV National Service Foundation Grant Application Site

To access the online grant system as a first time user, DAV department leaders (adjutants and commanders) must select “Request Password” to receive credentials and enter the email address used for your membership record.

<p>First time DAV department or chapter user?</p> <p><b>Request Password</b></p>	<p>First time US Tax-Exempt org user?</p> <p><b>Register Here</b></p>
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For additional assistance, please contact us via phone at (877) 426-2838, ext. 3313 or ext. 3309 or email the following:

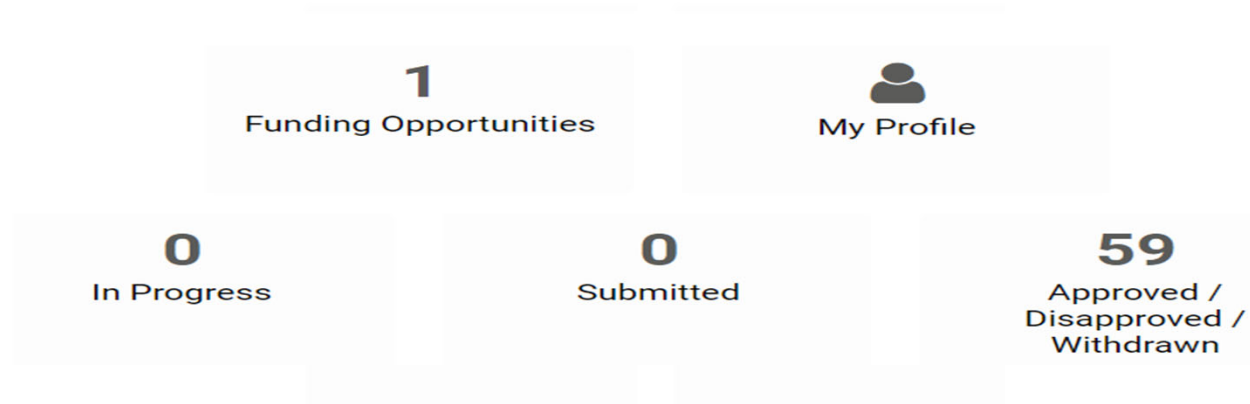
U.S. Tax Exempt Organizations - [cst@dav.org](mailto:cst@dav.org)

DAV Department or Chapter - [nsf@dav.org](mailto:nsf@dav.org)



# Grant Process for New Vehicles

Once you login, select Funding Opportunities. \*If you begin working on an application and are not ready to submit at that time, the next time you login, select In Progress to pick up where you left off.



The Eligibility and Guidelines button provides the type of vehicles being offered, total cost and minimum share amounts included in the memo distributed by Voluntary Services. To begin the process, select Apply Now.

## Funding Opportunities

<input type="text"/>			1-1 of 1
Opportunity Details			Deadline
National Service Foundation's Columbia Trust Transportation Network Vehicle Grant			12/30/2021
			<a href="#">Eligibility and Guidelines</a>
			<a href="#">Apply Now</a>



# Grant Process for New Vehicles

One eligibility question must be answered before gaining access to the application.

## New Grant

### ELIGIBILITY

\* Previous year's annual financial report(s) (AFR) must be approved by DAV National Headquarters in accordance with Articles 8 and 9 of the National Bylaws or must be attached if not required to file under provisions of the National Bylaws.

☐ Please confirm you have read and understand the requirement above.

✓ Submit

After confirming the AFR acknowledgement, navigate to the Contact Information page. Provide the following information:

\* Are you authorized to exchange information regarding this grant request?

- ☒ Yes  
☐ No

\* The vehicle(s) requested will be donated to the VA Medical Center(s) chosen to be used in the DAV Transportation Network. The VAMC Director(s) agree to accept the vehicle(s)

- ☒ Yes  
☐ No

Is the department and/or chapter(s) requesting financial assistance from Columbia Trust?

- ☒ Yes  
☐ No

\* AFR Attachment

If a department is applying on behalf of its chapter(s), both AFRs are required.



✖ AFR Attachment must contain at least 1 file





# Grant Process for New Vehicles

Department leaders are required to apply on behalf of its chapter(s) but have the ability to request collaborators, specifically chapter leaders, to assist through the Invitations tab within the application.

The screenshot displays the DAV application interface. On the left, a sidebar menu includes 'Main', 'Notes', and 'Invitations', with 'Invitations' highlighted by a blue circle. The main content area is titled 'CT-TN-2021-1441' and contains an 'Instructions' section with the following points:

- Please complete the questions in each of the tabs below.
- \* represents a required field
- Use the **NEXT** button in the bottom right corner of the screen to advance to the next tab.
- Use **Save** button to save your answers.
- Use the **Invitations** tab on the left to request individuals to collaborate on the application.

Below the instructions, the 'Invitations' tab is active, showing a form with the following fields:

Prefix	First Name	Last Name	Email	Role	Status
<input type="text"/>	<input type="text" value="Chapter"/>	<input type="text" value="Adjutant"/>	<input type="text" value="test@dav.org"/>	<input type="text" value="Collaborator"/>	<input type="text" value="Draft"/>

A '+' button is located below the form fields. At the bottom right, there are 'Save' and 'Invite' buttons.

Populate the information for who you want to allow access to work on the application. There is an unlimited amount of collaborators you can invite, simply select the + button. Additionally, multiple collaborators can work on the same vehicle request, if needed.

Collaborators will receive an email with the link to register and login to access the application but will be unable to submit it. This process allows department leaders to control who can access the application while also not being responsible for filling out the vehicle requests for the chapter(s).



## Grant Process for New Vehicles

**From:** DoNotReplyNSF@davgrant.org

**To:** ronLoporto@charter.net

**Subject:** Collaborate on DAV National Service Foundation Columbia Trust Grant: CT-TN-2023-2307

Dear Ronald Loporto,

Your assistance is requested to collaborate on a DAV National Service Foundation Columbia Trust Grant: CT-TN-2024-5555 on behalf of Department of Wyoming. Once all changes have been completed please notify the primary contact.

Please click on the link below to accept or decline the invitation.

[Invitation Link](#)

Respectfully,

Floyd Watson

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# Grant Process for New Vehicles

Begin selecting the vehicle requests.

CONTACT INFORMATION

PROJECT INFORMATION

## Vehicle Request

Select the plus sign to add each vehicle request.



Separate entries must be completed based on the vehicle type and VAMC location.

\* Vehicle

\* Quantity of Vehicle

\* VA Facility

- The Vehicle dropdown contains the list of all the vehicles available with the total cost and minimum share amounts.
- Enter the number of vehicles you are requesting.
- To select the VA Facility, you may begin typing the exact name of the facility or scroll until you find it.
- If the vehicle(s) will not be parked at the VAMC, provide the location.



# Grant Process for New Vehicles

**\* VA Facility**

Oklahoma City VA Medical Center



**\* Will this vehicle be parked at the VAMC?**

☐ Yes ☒ No

**\* City, State of location this vehicle will be parked**

Tulsa, OK

**Additional information regarding the location of the vehicle(s):**

Name of location, address, any relevant information

Any communication you want VS to be made aware goes here.

Hit Save before continuing.  
Upon saving, the following appears.



Fill out the proposed share amount & click Request button to request the selected vehicle(s) for the selected VAMC.

**\* Department**

Department of Oklahoma



**\* Are you applying on behalf of a chapter?**


☐ Yes ☐ No

If the chapter is applying, select the chapter in the dropdown field. \*Chapter records appear as they do in membership. Only the chapters associated with the department will be an option in this dropdown.



# Grant Process for New Vehicles


**\* Department**

Department of Oklahoma 

**\* Are you applying on behalf of a chapter?**

☒ Yes ☐ No

**\* On Behalf of Chapter**

Department of Oklahoma - Shawnee Chapter #54 

Select Enter Share Amount to provide the information.

**Proposed Share Amount**

Enter Share Amount

A reminder of the vehicle(s) you selected and cost are displayed.

**Proposed Share Amount**



• Indicate the following amounts that are being contributed toward the purchase of the vehicle(s). These amounts should be the MAXIMUM that each source can contribute based upon financial availability.

• When filling out the Proposed Share Amount(s) see MINIMUM Share referenced in the Vehicle Description.

**Vehicle Selected: Ford Explorer 4WD 7-Pass (Vehicle Cost: \$34,455.00 Min Share: \$18,950.00)**

**Vehicle Quantity Requested: 2**



# Grant Process for New Vehicles

Fill out the share amounts accordingly by selecting the + button. \*Note, the format/information requested mirrors the paper application.

## Department Share Source

Department Name	Contribution
Department Total Proposed Share Amount:	\$0.00



## Chapter Share Source

To minimize the Chapter list type the entire State name in the Chapter Name field.	
Chapter Name	Contribution
Chapter Total Proposed Share Amount:	\$0.00



## Other Share Source

Other Source Name	Contribution
Other Total Proposed Share Amount:	\$0.00







# Grant Process for New Vehicles

## Department Share Source

Department Name	Contribution
<input type="text" value="Department of Oklahoma"/>	<input type="text" value="\$18,950.00"/>
Department Total Proposed Share Amount:	
\$18,950.00	



## Chapter Share Source

**i** To minimize the Chapter list type the entire State name in the Chapter Name field.

Chapter Name	Contribution
<input type="text" value="Department of Oklahoma - Shawnee Chapter #"/>	<input type="text" value="\$10,000.00"/>
<input type="text" value="Department of Oklahoma - Joe Mc Cain Chapt"/>	<input type="text" value="\$2,000.00"/>
Chapter Total Proposed Share Amount:	
\$12,000.00	

## Other Share Source

Other Source Name	Contribution
<input type="text" value="Thunderbird Casino"/>	<input type="text" value="\$6,950.00"/>
Other Total Proposed Share Amount:	
\$6,950.00	



## Grant Process for New Vehicles

As you enter a contribution amount, the total calculates below.

### Proposed Share Amount

Total Contribution	
Proposed Total Share Amount:	\$37,900.00

### Propose Grant Requested

Grant Requested	
Proposed Total Grant Amount:	\$31,010.00

Select Save then Close.

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## Grant Process for New Vehicles

The share amounts and sources will then appear in the Vehicle Request form. Select Request to enter in the information.

Department Name	Contribution
Department of Oklahoma	\$18,950.00
Department Total Proposed Share Amount:	\$18,950.00
Chapter Name	Contribution
Department of Oklahoma - Shawnee Chapter #54	\$10,000.00
Department of Oklahoma - Joe Mc Cain Chapter #56	\$2,000.00
Chapter Total Proposed Share Amount:	\$12,000.00
Other Source Name	Contribution
Thunderbird Casino	\$6,950.00
Other Total Proposed Share Amount:	\$6,950.00
Total Contribution	
Proposed Total Share Amount:	\$37,900.00
Grant Requested	
Proposed Total Grant Amount:	\$31,010.00

Save

Request



# Grant Process for New Vehicles

Once you select Request, close the form by navigating to the right corner X. \*Only select Make Changes if you have revisions.

A screenshot of a web form titled "Grant Process for New Vehicles". The form is light gray with a white header bar. In the top right corner of the form, there is a close button (an 'X' icon) circled in blue. Below the header, there is a section labeled "Selected vehicle(s) for the selected VAMC." with a small square icon to its right. Below this section, there are four horizontal lines for text input. To the right of these lines, there is a "JUMP TO" dropdown menu with "Vehicle Request" selected. At the bottom of the form, there is a "Make Changes" button.



# Grant Process for New Vehicles

The main application page now includes the basic vehicle information requested.

Vehicle Request

Select the plus sign to add each vehicle request.

+ 1-1 of 1 < >

Department	Chapter	Vehicle	Quantity	VA Medical Center	Total Share Amount	Total Grant Request	Total Vehicle Cost	Status	
Department of Oklahoma	Shawnee Chapter #54	Ford Explorer 4WD 7-Pass	2	Oklahoma City VA Medical Center	\$37,900.00	\$31,010.00	\$68,910.00	Requested	Open
			2		\$37,900.00	\$31,010.00	\$68,910.00		

Continue selecting + as needed for additional requests from chapters or on behalf of the department.

Vehicle Request

Select the plus sign to add each vehicle request.

+ 1-4 of 4 < >

Department	Chapter	Vehicle	Quantity	VA Medical Center	Total Share Amount	Total Grant Request	Total Vehicle Cost	Status	
Department of Oklahoma	Shawnee Chapter #54	Ford Explorer 4WD 7-Pass	2	Oklahoma City VA Medical Center	\$37,900.00	\$31,010.00	\$68,910.00	Requested	Open
Department of Oklahoma	Cherokee Chapter #31	Ford Transit T-350 2WD 12-Pass	1	Oklahoma City VA Medical Center	\$21,280.00	\$17,411.00	\$38,691.00	Requested	Open
Department of Oklahoma		Ford Transit T-350 2WD 12-Pass	1	Oklahoma City VA Medical Center	\$21,280.00	\$17,411.00	\$38,691.00	Requested	Open
Department of Oklahoma		Ford Explorer 2WD 7-Pass	3	Oklahoma City VA Medical Center	\$51,612.00	\$42,228.00	\$93,840.00	Requested	Open
			7		\$132,072.00	\$108,060.00	\$240,132.00		



# Grant Process for New Vehicles

Once all requests have been made, answer the question:

**\* Do you confirm the funds will be available for the requested vehicles?**

☒ Yes

☐ No

If No is selected, the following message appears:

**\* Do you confirm the funds will be available for the requested vehicles?**

☐ Yes

☒ No



If you are unable to have the funds available by the due date, you may forfeit your grant and not receive the vehicle.





# Grant Process for New Vehicles

Select the NEXT button to navigate to the Application Certification.

CONTACT INFORMATION   PROJECT INFORMATION   **APPLICATION CERTIFICATION**

## Certification Form

To complete the application process and submit your vehicle request, you are required to review and sign a statement of certification.  
Instructions:

1. Download the Certification Form by clicking the [link](#) and following your browser's instructions to open or save the file for view on your desktop.
2. Print the Certification Form to allow for review and signature from an authorized representative of the applicant organization.
3. Scan the signed Certification Form and use the below attach feature to submit the form electronically.
4. Each individual chapter requesting a vehicle through its respective department must complete and upload its own Certification Form with the proper signatures.
  - Each Application Certification form must be saved using a different naming convention.

### Upload Certification Form



Follow the instructions as outlined above. The Certification Form can be downloaded and mailed/emailed to the appropriate parties for signature as would be the process with the paper application. Multiple Certification Forms can be uploaded to make it easier to receive department and chapter leaders' signatures, however, each Application Certification form must be saved using a different naming convention. Additionally, multiple vehicle requests can and will be requested within this one application all under the department's record. Please do not submit the application until all vehicle requests on behalf of the department and associated chapters have been requested.



## Grant Process for New Vehicles

Once the application is complete, select Submit.

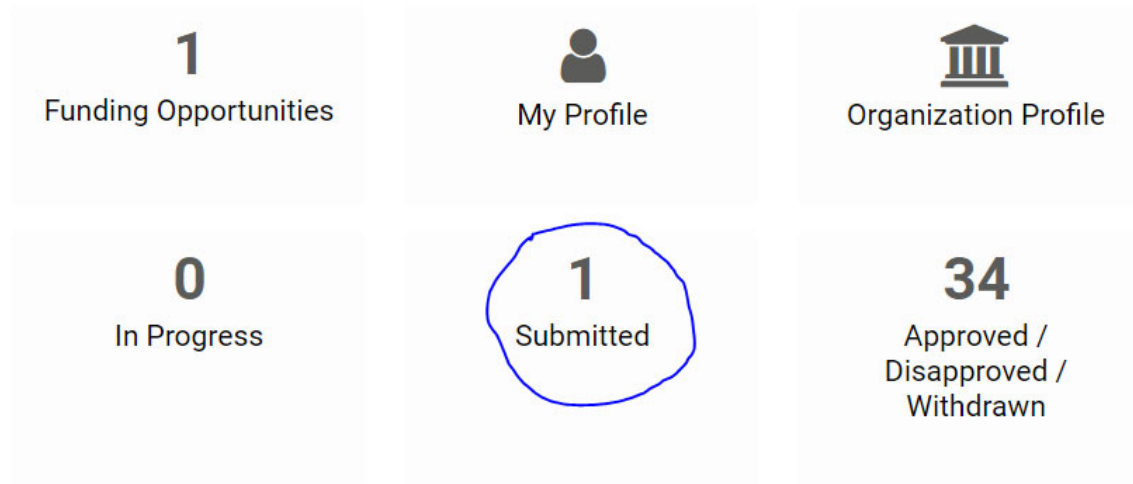


The Primary Contact will receive an email confirming the submission along with an attachment of the application. Please note, the Application Summary/Preview contain the information as requested and does not represent the final share amount(s). To reference the final share amount(s), including the amount to be paid by specific funding source(s), you must review the award notification letter distributed by Voluntary Services.



# Grant Process for New Vehicles

The application can be accessed on a read only basis by navigating to the Submitted field on the home page.



Historical applications can be viewed in the Approved / Disapproved / Withdrawn field.



# Grant Process for New Vehicles

## December/January - Application Deadline

- ☐ All Applications are required to be received at National Headquarters by the deadline listed in the Memo.
- ☐ Checks should *not* be sent with the application – you will be notified when to send payment. Any checks received with applications will be returned.

## January/February

- ☐ Applications are reviewed and final approvals are made.

## Late February

- ☐ Grant approval letters are emailed to all Departments who have been approved to purchase vehicles. Chapters listed on the applications will also receive the grant approval letter email.



Date		
Adjutant Department of (State) Address City, State Zip   Employer ID#: EIN		
Dear Adjutant Last Name:		
I am pleased to advise that the Department and/or its Chapters' application(s) for the following 2020 Ford vehicle(s) has been approved. Please see the following summary for vehicle type, vehicle share and assignment for use in the DAV Transportation Network.		
Vehicle Type	Cost to Department/Chapter	Stationed at VAMC (Outpost)
Ford Transit 12 passenger	\$20,521.00 (Chapt 98)	Birmingham VAMC, (Oxford, AL)
All expenses related to pick up and delivery of the vehicles are the responsibility of the local VAMC. We will request that the VA Central Office provide instructions to the VAMC Director regarding pickup of the vehicle.		
Grants for the 2020 Vehicle Grant Program are administered by the DAV National Service Foundation through its Columbia Trust and are based upon financial need. Grant monies, if applicable, will be transferred from The Columbia Trust to the DAV General Fund for full payment of the approved vehicles.		



# Grant Process for New Vehicles

- ☐ Payment should now be sent

A template for a check, enclosed in a black border. It includes a star logo, a recipient address (John Smith, 555 Your St., Your Town 54321), a date field, a 'PAY TO' line with a box for the amount, a 'MEMO' line, and a MICR line at the bottom (1234 5678 9876 543210).

- ☐ Vehicles are ordered

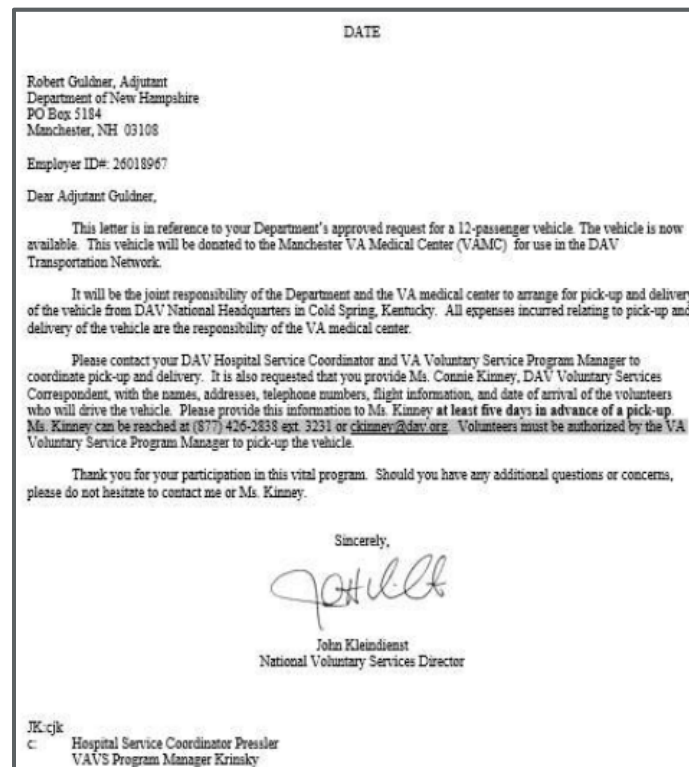




# Grant Process for New Vehicles

## Late Spring through Summer

- ☐ Vehicles arrive at DAV National Headquarters.
- ☐ Departments are emailed information on scheduling pickups.
  - VAMCs, HSCs and Chapters are copied on an email.



- ☐ VAMCs are responsible for the pickup and delivery of all vehicles.
  - Vehicles will not be released without prior authorization from the receiving VAMC





# Return of Vehicles Agreement

- ❑ Return of vehicles agreement should be completed each year vehicles are donated.
  - Per VHA Directive 1620(2). Even without an agreement a VAMC Director may return a donated van to the donor when the conditions of the vehicle is unacceptable for use or it is no longer needed for use. Copy and paste the link below to access the VHA Directive.
  - [https://www.va.gov/vhapublications/publications.cfm?pub=1&order=asc&orderby=pub\\_Number](https://www.va.gov/vhapublications/publications.cfm?pub=1&order=asc&orderby=pub_Number)

1620(2)	VA Center for Development & Civic Engagement Program, 15 - AUSH for Operations	06/16/2022	06/30/2027	VHA Directive 1620; VHA Handbooks 1620.01, 1620.02, 1620.03; Manual M-6, Part II, Chapter 17
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## Returning Vehicles From VAMC to DAV

- ❑ Per VHA Directive 1620(2) pg. 17 section 9e

e. Donations of vehicles for use in the Volunteer Transportation Network (VTN) may be accepted when a justification of needs exists and a signed written agreement is established between the Disabled American Veterans (DAV) or other donor that sets forth the conditions on VA's use and possible return of the vehicle.

- ❑ Vehicles *can only* be returned to a DAV Department or Chapter
- ❑ The DAV Department or Chapter will provide the VAMC with a letter requesting/accepting the return of the vehicle
- ❑ The VAMC will provide to the DAV Department or Chapter a form SF-97 "Standard Certificate of Obtain Title"
- ❑ The recipient of the SF-97 will take the form to the DMV/BMV to request a new title
- ❑ The Department or Chapter can keep/sell/donate the vehicle
  - Graphics should be removed prior to a vehicle being sold or donated

For assistance please contact Senior Voluntary Services Specialist Connie Patterson at (859) 441-7300 ext. 3231 or Senior Voluntary Services Specialists Shelby Buckler, ext. 3235 or email at [VAVS@dav.org](mailto:VAVS@dav.org).

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# Vehicle Graphics/Recalls/Accidents

## VEHICLE GRAPHICS

- ☐ Advertising Vehicles contact Katie Nussbaum at 513-588-5712 or email [Knussbaum@est03.com](mailto:Knussbaum@est03.com), please specify you are with DAV.
  - New installs
  - Replacement
    - a) There is a 2 year warranty on graphic material
  - Repairs

## VEHICLE RECALLS

- ☐ Manufacturer vehicle recalls are sent to DAV National Headquarters.
- ☐ National Headquarters sends each recall to the VAMC CDCE Chief or Program Manager office which the vehicle is attached.
- ☐ As the VAMC is responsible for maintenance of VTN vehicles they along with the facility HSC should schedule to have the recall service completed.

## VEHICLE ACCIDENTS - Per VHA Directive 1620(2)

- ☐ Accidents should be immediately reported to the HSC and/or CDCE Chief or Program Manager.
  - ☐ The Federal government will protect a VAVS volunteer driver against liability claims under a law known as the Federal Tort Claims Act (FTCA), provided they were acting within the scope of their assignment.
  - ☐ VTN vehicle accidents inquiries should be referred to the VAMC CDCE Chief or Program Manager.
-



## For More Information



Email: [VAVS@dav.org](mailto:VAVS@dav.org)

Mail: Voluntary Services  
860 Dolwick Drive  
Erlanger, KY 41018

Phone: (859) 441-7300 ext. 1313  
(877) 426-2838 ext. 1313