

HOW TO BECOME A VA VOLUNTEER

1. Read the Veterans Transportation Network document.
2. Complete the volunteer questionnaire to notify your local VA CDCE Department
3. Download, Print, and Complete the following forms:
 1. Volunteer Application
 2. Universal Fingerprint Request Form
 3. VHA Baseline Health Status Intake Form
 4. Declaration for Federal Employment
 5. VA Volunteer Blue Badge
 6. Acknowledgment of Notice of Privacy Practices
 7. Tuberculosis Screening and Testing Form
 8. Assignment of Functional Categories VA Form 10-0539
 9. Driver's License Verification
 10. COVID-19 Vaccination VA Form 10-263
 11. Flu Prevention Update for Employees, Volunteers, Researchers, and Trainees
4. Take, sign, and submit the White Ribbon Pledge.
5. Complete the listed Volunteer TMS Training, Print each TMS Training Certificate, and Submit them to the CDCE. Including:
 1. Mandatory Training for Volunteers
 2. Annual Mandatory Training for All Personnel TMS Course No. 4300999
 3. HIPPA and Privacy
 4. Privacy, Information Security, Rules, and Behaviors

6. Schedule an appointment with CDCE to be fingerprinted and see Occupational Health. Be sure to bring the following to your scheduled appointment:
 1. Two (2) forms of Identification (e.g. passport, social security card, driver's license, birth certificate, etc.)
 2. COVID vaccination card
 3. Immunization records

Tips:

- Join your local DAV Chapter for guidance, community engagement, and networking opportunities.
- Download the VA volunteer on-boarding summary list to assist with keeping organized.
- Make a copy of the submitted documents for your records.
- Unless stated otherwise, submit all volunteer on-boarding documents to CDCE Department at the desired VHA facility.

Check back for updates as we work to improve the on-boarding process.

ABOUT THE VTN PROGRAM

Military veterans have made significant sacrifices in service to their country, and many of them struggle with healthcare issues. Disabled American Veterans (DAV) and Veteran Affairs Healthcare (VHA) Directors work together to oversee the transportation program, Volunteer Transportation Network (VTN), that helps veterans overcome transportation barriers to medical treatment.

DAV provides much-needed support to military community by connecting veterans with resources, providing advocacy, and helping to access essential services. The VTN service is provided free of charge to reduce transportation barriers, improve access to medical care, and increase mobility options for veterans. Volunteers are crucial to the success of the VTN program and DAV chapter membership, as they help with fundraising, organizing community events, coordinating outreach efforts, and providing non-emergency medical transportation in their community.

The aim of the VTN is to provide safe and reliable transportation service for

veterans who need assistance getting to and from VA medical appointments. This service helps veterans that experience limited mobility, lack access to public transportation, and cannot drive. Volunteers will ensure that veterans have a reliable and safe means of transportation to their VA medical appointments, helping to boost healthcare utilization, and improving health outcomes in the veteran community.

The VHA processes all VA volunteer on-boarding packages. The VA volunteer on-boarding and vetting process typically takes 4-6 weeks to complete. The Center for Development and Civic Engagement (CDCE) Department at the desired VHA facility assists volunteers with the on-boarding process.