



# BUTLER COUNTY VETERANS SERVICE COMMISSION

315 High Street, 1<sup>st</sup> Floor  
Hamilton, OH 45011-6068

(513) 887-3600  
Fax (513) 887-3519

vsc@butlercountyohio.org  
BCVets.org

## Transportation Guidelines

The Butler County Veterans Service Commission is committed to providing quality transportation for our Veterans, to and from VA Medical Centers within our district or VA referred appointments at independent providers. Listed below are our Guidelines that must be abided by in order to receive this service. A signed copy must be on file prior to scheduling transportation.

1. A copy of your Honorable Discharge must be on file in our office PRIOR to first scheduled transportation.
2. You must have a valid VA appointment; using our transportation without is not permitted. i.e. - medical appointments or C&P Exams; any appointments outside VA medical facilities must have proof of appointment sent to our office by fax from VA Physician prior to scheduling transportation.
3. You must call a minimum of forty-eight (48) business hours (weekends/Federal holidays do not count) in advance to schedule transportation. Rescheduled appointments require minimum of twenty-four (24) hours' notice.  
If appointment is canceled, notify our office immediately.  
\*A magnet reminder of the latest you may schedule your transportation is enclosed\*
4. You must be able to get yourself in/out of vehicle as drivers are not permitted to assist you when loading and unloading.
5. If you require oxygen therapy it must be strapped to your body in an authorized pack. No rolling-tanks permitted.
6. Veterans who "No Show" for their pick-ups/take-homes three (3) or more times in a ninety (90) day period will be suspended for a minimum of ninety (90) days.
7. You will be automatically suspended for a minimum of ninety (90) days for any verbal and/or physical abuse of BCVSC staff, contract driver and/or other passengers in vehicle.
8. You are required to be ready and waiting for the driver. Provider has a thirty (30) minute window for pick-up, fifteen (15) minutes before and after scheduled time.
9. Maximum of two (2) transports per week – please request your VA caregiver(s) to consolidate your appointments to meet this requirement.
10. Transportation for substance abuse, smoking cessation or other lifestyle change programs will require pre-approval on a case-by-case basis by the Executive Director.
11. Transportation for long term treatments such as dialysis, chemotherapy, physical therapy, cardio rehabilitation, etc. are approved on case-by-case basis. Have VA departmental social worker or PCP team nurse send a referral for consideration with dates, times and locations of treatments.
12. Trips provided by this agency are not eligible for veteran transportation reimbursement from the VA.

**Failure to comply with these Guidelines will result in loss of transportation services.**

**Please sign and date below acknowledging that you understand and will abide by the policies listed above.**

Respectfully,  
Butler County Veterans Service Commission

I have read and will comply with these  
guidelines (Please sign and return):

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(SSN)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Date)



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**\*Please keep this copy for your records\***