



## **Position: Transportation Coordinator**

### **Reports to: Vice President Operations**

#### **Job Description:**

Maintain a list and keep in touch with individuals available to provide ride for those veterans who need them to attend functions. Also provide medical transport as necessary.

#### **Duties:**

- Maintain the list of “transportation volunteers”
- Clarify a given need and find a transportation volunteer or volunteers who can satisfy that need

#### **How It Works**

- 1 **Type 1:** Before First Preflight
  - 1.1 During initial conversation with a vet (by vet coordinator or by the Medical Advisor when the initial call to the vet is made), the vet indicates that he/she has no transportation to the 1<sup>st</sup> Preflight Meeting.
  - 1.2 The Vet Coordinator or Medical Advisor tells the vet that he/she will be contacted by the Transportation Coordinator to find a solution
  - 1.3 The Vet Coordinator or Medical Advisor contacts the Transportation Coordinator and provides relevant details
  - 1.4 See Section 3
- 2 **Type 2:** During/After First Preflight
  - 2.1 As part of the “squad table activities”, each squad leader ensures that every vet has an acceptable to/from solution for all future meetings and flight day. The squad leader has a special worksheet to assist in this task
  - 2.2 If an acceptable solution can not be found either with the squad or in talking with other squads during the meeting, the squad leader communicates the relevant information to the MXO and directly to the Transportation Coordinator
- 3 When the Transportation Coordinator receives a request, he/she will contact the vet to ensure that details are correct and to make contact with the vet
  - 3.1 The Transportation Coordinator will then work the list of transportation volunteers to find a transportation volunteer who can help.
  - 3.2 When a solution is found, the Transportation Coordinator will re-contact the vet and provide solution details. The Transportation Coordinator will also

contact the Vet Coordinator and/or Medical Advisor with the solution details if the issue is of Type 1 or the vet's guardian, squad leader and MXO with the solution details if the issue is of Type 2

3.3 If a solution is not found, the Transportation Coordinator contacts the VP of Operations (presently MWE) and TBD action will be taken.

4 **Type 3: Flightless Honor Flight**

4.1 During Flightless Flights there is generally a need for significant coordinated medical transport.

4.2 One must work with local medical transport companies to coordinate many vets from various places. The TR stays on top of all these and follows up as necessary.